

Account Number	Account Description	Actual Year Before Last: FY17	Actual Last Year FY18	Budgeted This Year FY19	Estimated This Year FY19	Requested Next Year FY20	Requested Budget Estimate	Requested Budget Change From Budget
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65 FUND BALANCE - Cruise Ship Reserve Fund

Starting Fund Balance		118,777	276,356	377,098	385,550	537,473	39.4%	42.5%
Revenues & Other Sources		765,883	919,293	900,943	1,045,457	1,133,840	8.5%	25.9%
Expenditures & Other Uses		608,304	810,099	881,502	893,534	1,145,862	28.2%	30.0%
Ending Fund Balance		276,356	385,550	396,539	537,473	525,451		
Reserved for Encumbrances (Env. Monitoring):		4,000	7,264	0	0	0		
Reserved for Encumbrances (Ferry Terminal Study):		18,200	0	0	0	0		
Reserved for Encumbrances (Cottage St. Landscape):		6,181	3,216	0	0	0		
Reserved for Encumbrances (UMO Econ Study):		6,000	6,000	0	0	0		
Designated Fund Balance For Future Operations Expense		76,551	92,837	95,879	172,287	257,309	49.3%	168.4%
Designated Fund Balance For Future Capital Expense		165,424	276,233	300,660	365,186	268,142	-26.6%	-10.8%
	Increase or (Decrease)							
Unassigned Fund Balance		0	0	0	(0)	0	-615.2%	
(Use of) / Add to Fund Balance		157,579	109,194	10,989	140,934	(12,022)	-108.5%	-209.4%

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)

Operating Revenues								
65-4363	Passenger Service Fees *	414,757	495,343	495,518	566,987	625,391	10.3%	26.2%
Capital Revenues								
65-4364	Port Development Fees *	351,126	423,950	405,424	478,470	508,448	6.3%	25.4%
65-4366	Grant Income	0	0	0	0	0		
65-4367	Ferry Terminal Reimbursements	0	0	0	0	0		
Total Non-Tax Revenue		765,883	919,293	900,943	1,045,457	1,133,840	8.5%	25.9%
Total Revenues & Other Sources		765,883	919,293	900,943	1,045,457	1,133,840	8.5%	25.9%

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%)
 New est Fees as of 7/1/19 (\$4.37 x 2.0% which was FY19 COLA used) = \$4.46 total. New Pass Fee -\$2.46
 Final Cruise Ship Committee hearing on this budget was on 12/20/2018

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10 EXPENDITURES - Cruise Ship Fund

DIRECT EXPENSES

(* = See Page CS-6)

Contract Services								
5334	Environmental Monitoring *	0	736	4,000	11,276	5,000	-55.7%	25.0%
5337	Cottage St. Landscape Design	18,819	2,965	0	3,216	0		
5356	Ferry Terminal Study	6,800	18,600	0	0	0		
5358	Visitor Wayfinding Services *	52,300	58,542	59,635	59,635	60,866	2.1%	2.1%
5359	Industry Relations *	0	0	7,000	7,000	7,000	0.0%	0.0%
Other								
5448	Supplies - Cones, Trsh Lids, Misc.	4,420	15,210	2,900	4,000	4,000	0.0%	37.9%
5459	Supplies - Patrol Boat	0	407	384	384	1,000		160.4%
5517	Fuel - Patrol Boat	0	0	4,000	4,000	4,000	0.0%	0.0%
5659	Repairs/Service - Patrol Boat	0	3,308	3,277	3,277	3,800	16.0%	16.0%
5800	Advertising	322	0	0	0	0		
5808	Cruise Maine Dues *	8,463	10,868	10,636	10,600	13,000	22.6%	22.2%
5810	CLIA/Other Dues	677	690	600	690	600	-13.0%	0.0%
5822	Insurance: Marina Landing + 1/2 FT	6,316	6,737	6,351	6,737	9,737	44.5%	53.3%
5824	Insurance: Patrol Boat	0	2,612	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 & Meals-(1/2 PBoat)	2,781	2,155	5,600	5,600	5,600	0.0%	0.0%
5906	Contingency	0	0	0	0	25,000		
5924	Island Explorer Contribution-2% cola	19,864	19,864	19,864	19,864	20,261	2.0%	2.0%
5924	Lifeflight Foundation Contribution	0	0	0	0	1,300		
Total Direct Expenses		120,762	142,694	133,632	145,664	170,549	17.1%	27.6%

ALLOCATED EXPENSES: OPERATIONS

(* = See Chart CS-7 to 9)

4816	Administrative Services *	19,497	23,177	23,278	23,278	25,659	10.2%	10.2%
4834	Cruise Industry Services *	2,828	0	0	0	0		
4845	Port Security Services *	80,169	127,321	141,404	141,404	146,882	3.9%	3.9%
4853	Harbor Management Services *	59,854	64,402	60,035	60,035	63,772	6.2%	6.2%
4870	Comfort Station Services *	39,502	45,885	42,299	42,299	47,901	13.2%	13.2%
4877	Public Works Services *	67,371	93,478	91,337	91,337	85,608	-6.3%	-6.3%
		0	0	0	0	0		
Total Operating Expense Allocations		269,221	354,263	358,353	358,353	369,821	3.2%	3.2%

Total Passenger Services Expenses		389,983	496,957	491,985	504,017	540,370	7.2%	9.8%
							36,353	48,385

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: FY17	Actual Last Year FY18	Budgeted This Year FY19	Estimated This Year FY19	Requested Next Year FY20	Requested Budget Estimate	Budget Change From Budget
ALLOCATED EXPENSES: CAPITAL								
Transfer to the CIP Fund								
6120	WiFi in the Parks Improvements	0	0	0	0	6,000		
6130	Municipal Bldg Renovations	0	5,000	5,000	5,000	5,000	0.0%	0.0%
6162	Comprehensive Plan	0	0	40,000	40,000	5,000	-87.5%	-87.5%
6164	Lower Main St. Streetscape *	0	25,000	10,000	10,000	110,000	1000.0%	1000.0%
6166	Cottage St. Streetscape *	0	10,000	10,000	10,000	110,000	1000.0%	1000.0%
6200	Ambulance Reserve	0	0	15,000	15,000	15,000	0.0%	0.0%
6220	Fire Truck Reserve - Eng #5	0	0	5,000	5,000	5,000	0.0%	0.0%
6234	Police Cruiser Replacement	2,500	10,000	10,000	10,000	10,000	0.0%	0.0%
6235	Port Security/Harbor Master Boat Resrv	10,870	25,870	12,870	12,870	12,870	0.0%	0.0%
6240	Downtown Signs Debt Service	23,000	22,400	21,875	21,875	21,350	-2.4%	-2.4%
6246	Public Safety Bldg PD Renovations	0	0	0	0	50,000		
6264	Breakwater Repairs	0	0	10,000	10,000	0		
6266	Town Pier & Fencing Reserve	12,894	12,894	12,894	12,894	12,894	0.0%	0.0%
6269	Harbor Committee Ferry Term. Consult	0	0	0	0	10,000		
6300	Benches, Lights, etc. -Parks	0	15,000	15,000	15,000	15,000	0.0%	0.0%
6302	Grant Park Reserve	5,741	5,000	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	5,000	5,000	5,000	5,000	0.0%	0.0%
6336	Downtown Signage Reserve	0	10,000	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	7,500	32,500	32,500	15,000	-53.8%	-53.8%
6356	Ferry Terminal Improvements	28,500	14,000	60,000	60,000	30,000	-50.0%	-50.0%
6426	Sidewalk Reconstruction	90,000	90,000	72,000	72,000	90,000	25.0%	25.0%
6448	Museum in the Strts Reserve/Phase II	1,900	20,000	1,900	1,900	1,900	0.0%	0.0%
6700	Ferry Terminal Debt Service	0	0	0	0	25,000		
Total Capital Expense Allocations		218,321	313,142	389,517	389,517	605,492	55.4%	55.4%
* \$110,000 each from <u>Fund Balance</u> in FY20 to fund future Lower Main St. & Cottage St. costs								
Total Expenditures & Other Uses		608,304	810,099	881,502	893,534	1,145,862	28.2%	30.0%
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

FY19 -	This Fiscal Year				Ships			Passengers *			source
	Month	Anchored	Small Ships <200	Totals	Anchored	Small Ships	Totals	Anchored	Small Ships	Totals	
	July-Nov-'18	116	12	128	195,068	1,256	196,324	< Part Act/part est 11/06			
	Apr-Jun-'19	24	9	33	41,636	1,275	42,911	< Reservations			
	Total	140	21	161	236,704	2,531	239,235	< This Fiscal Year			

FY20 -	Next Fiscal Year				Ships			Passengers *			source
	Month	Anchored	Small Ships <200	Totals	Anchored	Small Ships	Totals	Anchored	Small Ships	Totals	
	July-Nov-'19	118	23	141	223,416	2,936	226,352	< Reservations			
	Apr-June-'20	32	9	41	50,412	1,250	51,662	< Reservations			
	Cancels	(12)	(14)	(26)	(21,906)	(1,884)	(23,790)	< No Shows: Full Year **			
	Total	138	18	156	251,922	2,302	254,224	< Next Fiscal Year			

cancelled-%'s 8% 45% < 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. **Small Ships = <200 pass**

Historical Trends 10 Years

Fiscal Year	Ships			Fiscal Year	Passengers *			
	Anchored	Docked	Totals		Anchored	Docked	Totals	
FY09	76	18	94	FY09	132,119	1,745	133,864	
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	23.2%
FY18	134	14	148	FY18	210,909	1,400	212,309	20.9%
Est-FY19	140	21	161	Est-FY19	239,235	0	239,235	12.7%

Cancelled Reservations			
	Reservations	Cancelled	Rate
	Large Ships	> 200 pass	
CY15	109	7	6%
CY16	96	7	7%
CY17	126	10	8%
CY18	152	13	9%
	Historical Four Year Average		8%

Cruise Ship (>200) Days -reservations	
Days with at least one ship anchored	
FY14	81
FY15	80
FY16	62
FY17	79
FY18	90
FY19	107

Cruise Ship Fund Details

Cancelled Reservations			
	Reservations	Cancelled	Rate
	<i>Small Ships</i>		
CY15	36	14	39%
CY16	32	18	56%
CY17	40	14	35%
CY18	35	17	49%
	Historical Four Year Average		45%

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.

COLA increases implemented @ 7/1/18 (1.7%); Use 2.0% @ 7/1/19, based on GF FY19 budget COLA

All cruise ships which anchor in Federal Designated Anchorages will pay a per passenger fee of: \$2.46 eff. 7/1/18

	Number	Per Passenger	Rate	Total	Estimated This Year	Requested Next Year
This Fiscal Year						
FY19 - Ships Anchored Out	239,235		\$2.37		\$566,987	
Next Fiscal Year						
FY20 - Ships Anchored Out	254,224		\$2.46			\$625,391
Total Cruise Ship Passenger Service Fee Revenue					\$566,987	\$625,391

Passenger Service Expense

Total Direct Expenses					145,664	170,549
Total Operating Expense Allocations		(Amount Transferred to General Fund)			358,353	369,821
Total Cruise Ship Passenger Service Expense					\$504,017	\$540,370
Fund Surplus or (Loss) from Service Operations					\$62,970	\$85,021

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: **\$2.00**

	Passengers	Per Passenger	Rate	Total	Estimated This Year	Requested Next Year
This Fiscal Year						
FY19 - All Ships	239,235		\$2.00		\$478,470	
Next Fiscal Year						
FY20 - All Ships	254,224		\$2.00			\$508,448
Total Cruise Ship Port Development Fee Revenue					\$478,470	\$508,448

Port Development Expense

Cruise Ship Capital Expense Allocations (Transferred to CIP Fund)					\$389,517	\$605,492
Capital Fund Surplus or (Loss)					\$88,953	(\$97,044)

Calculation of Anchored Ship (>200) Days: *net of est cancellations*

FY20	138	visits; less 2nd/3rd ships:	(36)
FY20	102	Tot Anch. Ship Days; less May-June	(32)

102	Anchored "Ship" Days
70	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	4,000	5,000
Total Marine Environmental Monitoring	\$4,000	\$5,000

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>FY19 COLA</i>
	<i>50%</i>	<i>w/COLA</i>	<i>2.0%</i>
FY19 Wayfinding Budget			
Downtown Visitor Center - Rent & Maintenance	23,166	23,629	
- Elec./Phone/Internet/Supplies/Cleaning			
Visitor Information Staff:			
Downtown Visitor Center Staff (most cruise ship days)	11,016	11,236	
Extra Staff on 3 Ship Days or Over 4,000 passengers	2,203	2,247	
Waterfront Information Booth	11,016	11,236	
Downtown Bus Drop-off Staff (most cruise ship days)	8,262	8,427	
Extra Staff on 3 Ship Days or Over 4,000 passengers	1,652	1,685	<i>Requested</i>
On-board Ships	1,377	1,405	<i>Next Year</i>
Total Wayfinding Expenses	58,693	59,866	59,866
Waterfront Information Booth - Moving & Maintenance			1,000
Total Visitor Wayfinding Services (Town Share)			\$60,866

	<i>Requested</i>	<i>Requested</i>
	<i>This Year</i>	<i>Next Year</i>
5360 Industry Relations		
PROMOTIONAL MATERIALS	0	2,000
HOSTING CRUISE SHIP AGENTS AND INDUSTRY REPRESENTATIVES	0	2,000
SPONSORSHIP OF CRUISE EVENTS AND CONFERENCES	0	3,000
Total Industry Relations	\$0	\$7,000

	<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	2,900	4,000

5808 Cruise Maine Dues

CRUISEMAINE - Cost partially split with Chamber of Commerce	\$ 15,000.00	
less Chamber contribution	\$ (2,000.00)	\$ 13,000

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 FY19 bud)					16,669
Free Wi-Fi in the Parks Lic & costs					421
Cruise Ship Fund's Share of Management Expenses		Days	Salary		
		Per Year	Per Day	Total	
Technical Systems Admin. (WiFi in Parks) -allocation	FY19-Bud	2	\$310.44	621	
Finance Director -Budgets	FY19-Bud	5	\$373.38	1,867	
Planner: Prep, Attend, Minutes	FY19-Bud	3	\$260.39	781	
Town Manager (Budget, Meetings, Etc.)	FY19-Bud	7	\$420.10	2,941	
Total Wages and Salaries				6,210	
Benefits				Rate	38.0%
				2,360	
Cruise Ship Fund's Share of Management Expenses					8,569
Total - Administrative Services					\$25,659

4845 Port Security Services

Police Department Details	Hours/Ship Day	Times per Year	Hours/Meeting	Hours/Days Year	Hourly Rate	Annual Total
1045 5334	Portion of Police Chief's salary/benefits dedicated to cruise operations					
Police Chief Attending meetings		3	3	9	\$45.91	413
Chief- Cruise Operations Supervision @ 1 hour/visit	1	(CS days)		102	\$45.91	4,683
1045 5105	Portion of Police Officer's wages dedicated to cruise operations					
Lt. DK Supervision/Scheduling @ 1 hour/visit	1	(CS days)		102	\$31.58	3,221
Security Details: 1 officer (mostly by Lt. P) @ 9 hours/visi	9	102	CrShip days	918	\$41.00	37,638
2nd officer - 1/2 Ptime/1 FT@OT-blended rate	18	36	2 ship days	648	\$29.00	18,792
Security Boat Patrol: 2 officers *2 hrs.* ships/2 OT	4	36	2 ship days	144	\$37.29	5,370
Backfill 2 Sec.Boat officers for 1 week of Training	1		OT Shift-\$344	7	\$344.00	2,408
Downtown Drop off coverage (Parking Enf Mgr)	5	102	CrShip days	510	\$20.40	10,404
P.T. Patrol Officers Field Training (3) -(prior to patrol assignment)		3	320	960	\$18.00	17,280
Total Salaries & Wages						100,209
Benefits	Overall 40% Benefit Rate (less for Part Time)		38.0%			36,143
1045 5410	PD Uniforms for 3 Part Time Officers					2,000
1045 5704	PD Equipment for 3 Part Time Officers					7,000
Fire Department						
Emergency Management / EMS:						
1042 5110	Paramedic and EMT-Pier Waiting Time 11 hrs x 2 x \$25					550
	Related ambulance equipment time 11 hrs @ \$50					550
	Wages, Supplies, Training & Travel					430
Total - Port Security Services						\$146,882

Cruise Ship Fund Details

Allocated Expenses (Cont'd)

							<i>Requested</i>
							<i>Next Year</i>
4853 Harbor Management Services							
115	Cruise Ship Days Next Year - (98 in the FY19 Budget)						
<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>
Wages							
1053 5105	Portion of Harbor Master's time dedicated to cruise ships						
Cruise ship scheduling and related administration			10		520	\$27.00	14,040
Prepare for and attend Cruise Ship Cmt meetings				4	12	\$27.00	324
Attending port security meetings				3	9	\$27.00	243
Operations Supervision (Cruise Ship Days)	7	102			714	\$27.00	19,278
Public relations related to cruise ship visitation			1		52	\$27.00	1,404
Dissemination of printed materials: time and printing			1		50	\$27.00	1,350
Miscellaneous: Comfort station issues, etc.	1				102	\$27.00	2,754
Total Harbor Master's time dedicated to cruise ships					1459		\$39,393
Total hrs= 2080+ 83 OT		2,163	% of Total Hours per Year		67.5%		
Benefits	Town's Overall Benefits Rate		38.0%				14,969
Port Security Building Operating Expenses (dedicated Hmaster/Customs use)							
FY19Bud	1053 5602 & 5618	Building & Eqpt repairs			1,900		
	1053 5504	Electricity			7,700		
	1053 5528	Telephone & Cellular			950		
	1053 5530	Water & Sewer			3,400		
Total Port Security Building Operating Expenses					13,950		
Share Allocated to Cruise Ships (Same as HM time)					67.5%		
Cost Allocated to Cruise Ships					9,410		9,410
Total - Harbor Management Services							\$63,772
							<i>Requested</i>
4870 Comfort Station Services							<i>Next Year</i>
Newport Drive and Pier Comfort Stations						Total contract	
1070-5310	Cleaning:	Base and Extra represent 63% of the total cleaning contract. Two cleanings per day are added when large cruise ships call.				\$ 62,804	
0.63						\$	39,567
1070-5408	Cleaning Supplies	20% of annual exp					3,020
	Utilities (1 Sum. Qtr):	Electric-2 accts	6 bills				698
	(FY18 act)	Sewer	2 bills				2,612
		Water	2 bills				2,004
Total - Comfort Station Services						\$45,885	\$47,901
							<i>Requested</i>
4877 Public Works Services							<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
Street Sweeping							
Equipment Operator	1	3	\$31.25	\$93.75	70	6,563	
Sweeper		3	\$142.00	\$426.00	70	29,820	
Sidewalk Washing							
Labor	2	2	\$31.25	\$125.00	70	8,750	
Water Truck		2	\$98.00	\$196.00	70	13,720	
Trash Pick Up							
Labor	1	3	\$31.25	\$93.75	70	6,563	
1-Ton Truck		3	\$47.00	\$141.00	70	9,870	
1059-5320	Contractor Cost (10% of contract)						600
1077-5454	Trash liners (10% of annual cost)						436
Subtotal - wages and added benefits @					38%	22,581	8,581
Total - Public Works Services							\$85,608

Cruise Ship Fund Details

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 FY19	Year One FY20	Year Two FY21	Year Three FY22	Year Four FY23	Year Five FY24
Transfer to CIP Fund						
6122 WiFi in the Parks-Improvements	0	6,000	2,000	2,000	2,000	2,000
6130 Municipal Bldg Renovations	5,000	5,000	5,000	5,000	5,000	5,000
6162 Comprehensive Plan	40,000	5,000	10,000	10,000	0	0
6164 Lower Main St. Streetscape	10,000	110,000	10,000	10,000	10,000	10,000
6166 Cottage St. Streetscape	10,000	110,000	10,000	10,000	10,000	10,000
6200 Ambulance Reserve	15,000	15,000	15,000	15,000	15,000	15,000
6220 Fire Truck Reserve - Eng #5	5,000	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	12,870	12,870	12,870	12,870	12,870	12,870
6240 Downtown Signs Debt Service '15	21,875	21,350	21,350	20,750	20,150	24,450
6246 Public Safety Bld PD Renovations	0	50,000	0	0	0	0
6264 Breakwater Rejuvenation	10,000	0	0	0	0	0
6266 Town Pier Renovation Reserve	12,894	12,894	12,894	12,894	12,894	12,894
6269 Harbor Committee Ferry Terminal L.T. Plan	0	10,000	10,000	10,000	10,000	10,000
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	32,500	15,000	15,000	15,000	15,000	15,000
6356 Ferry Terminal Improvements	60,000	30,000	30,000	30,000	30,000	30,000
6426 Sidewalk Reconstruction	72,000	90,000	90,000	90,000	90,000	90,000
6448 Museum in the Strts Reserve/Phase II	1,900	1,900	1,900	1,900	1,900	1,900
6700 Ferry Terminal Debt Service	0	25,000	25,000	25,000	25,000	25,000
Total for Transfer to CIP Fund	389,517	605,492	356,492	355,892	345,292	349,592
Total Port Development Expenses	389,517	605,492	356,492	355,892	345,292	349,592

Account Number	Account Description	Budget FY2019	Est FY2019	Year 1 FY2020	Year 2 FY2021	Year 3 FY2022
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64 FUND BALANCE - Parking Meter Fund

Starting Fund Balance		0	0	0	48,140	27,493
Revenues & Other Sources		640,000	640,000	510,751	519,500	519,501
Expenditures & Other Uses		640,000	640,000	462,611	540,148	540,148
Ending Fund Balance		0	0	48,140	27,493	6,846

Season runs from May 15th to October 31st - 5.5 months (crossing 2 fiscal budget years)

Note - Year 1 (FY19) is only 45 days; May 15th to June 30th.

Time of Meters active is from 9 AM to 8 PM - Cost to park at particular locations may be changed by Council action from time to time. Industry "sweet spot" is generally close to 85% occupancy for each space. On line permits & parking spaces will be referenced/paid for by utilizing vehicle plate data.

This fund is part of the General Fund, similar to the Cruise Ship Fund, where Direct expenses are tracked. Also, annual Allocated Transfers are made to the General Fund for the departments' oversight, overhead as well as other designated reasons to keep the tax rate down. Lastly, funds are transferred to the Town's CIP fund for equipment & infrastructure improvements, as revenues permit.

Year 1 has a \$600,000 capital bond and \$40,000 for early Spring '19 operating costs appropriated at Town Meeting.

Per MRSA Title 30-A, Chapter 141, Section 3009:

The Revenue collected from parking meters must be used:

- a) To purchase, maintain and police the metes;
- b) To construct and maintain public ways;
- c) To acquire, construct, maintain and operate public parking areas; and
- d) For no other purpose.

64 REVENUES - Parking Meter Revenues

Parking Citation Fines Revenues						
71-4332	Citation Fines Collected	2,000	2,000	30,000	30,000	30,000
	<i>Citation fines are net of 3rd party collection fees</i>					
Street Smart Meter Revenues (337 spaces total)						
	(net of .13 trans fee & ___% ccard fee)					
72-4360	153 Dual Meter posts (306 spaces)	10,000	10,000	90,000	90,000	90,000
"	31 Single Meter posts (31 spaces)	4,000	4,000	30,000	30,000	30,000
	<i>Cottage, West, Main & Mt. Desert Sts</i>	14,000	14,000	120,000	120,000	120,000
Kiosk Metered on Streets Revenues (174 spaces-16 Kiosks)						
	(net of .13 trans fee & ___% ccard fee)					
72-4362	<i>West, Lower Main & Mt. Desert Sts</i>	3,000	3,000	30,000	30,000	30,000
Kiosk Metered Public Lot Revenues (419 spaces-11 lots/12 Kiosks)						
	(net of .13 per transaction fee)					
72-4364	Town Pier Lot (78 spaces-net of Fishmn)	3,000	3,000	60,000	60,000	60,000
"	West St. Backyard Lot (42 spaces)	2,000	2,000	40,000	40,000	40,000
"	Newport Dr. Lot (44 spaces)	2,000	2,000	40,000	40,000	40,000
"	Rodick Place/Central Lot (103 spaces)-2K	4,000	4,000	70,000	75,000	75,000
"	Casino Lot (24 spaces)	1,000	1,000	20,000	20,000	20,000
"	Kids Corner (32 spaces)	1,000	1,000	30,000	30,000	30,000
"	Grant Park (43 spaces)	1,500	1,500	40,000	40,000	40,000
"	Agamont Park (10 spaces)	1,000	1,000	3,000	3,000	3,000
"	Town Office-East (17 spaces)	1,000	1,000	5,000	5,000	5,000
"	Ballfield-Main St. (20 spaces)	1,000	1,000	5,000	5,000	5,000
"	Harborview Park (6 spaces)	500	500	2,000	2,000	2,000
	Subtotal - Kiosk revenue - Lots	18,000	18,000	315,001	320,000	320,001

Account Number	Account Description	Budget FY2019	Est FY2019	Year 1 FY2020	Year 2 FY2021	Year 3 FY2022
Prepaid Parking Permit fees:						
73-4400	On Street Permits -Employees -\$30	1,500	1,500	9,000	9,000	9,000
	On Street Permits -Residents	0	0	0	0	0
73-4402	On Street Permits -Hang Tag-Visitors-\$750	1,500	1,500	3,750	4,500	4,500
	Subtotal - Permit Fees	3,000	3,000	12,750	13,500	13,500
	<i>Permit fees are net of 3rd party fees</i>					
Other Parking Fees						
73-4404	Reset revenue (reset time to zero)	0	0	1,000	2,000	2,000
73-4406	Validation revenue (redeemed)	0	0	2,000	4,000	4,000
		0	0	3,000	6,000	6,000
	Bond Receipts (In the CIP Fund)	600,000	600,000	0	0	0
Total Revenues & Other Sources		640,000	640,000	510,751	519,500	519,501

6410 EXPENDITURES - Parking Meter Fund

DIRECT EXPENSES						
Contract Services						
5110	Parking Enforcement wages-Overtime	1,000	1,000	7,000	7,000	7,000
5115	Parking Enforcemnt wages-Pt Tm (3) *	9,000	9,000	44,851	44,851	44,851
5130	Fi.-wages coin processing-Seasonal	500	500	5,000	5,000	5,000
5200	Social Security/FICA taxes	850	850	4,200	4,200	4,200
5215	Workers Compensation	320	320	750	750	750
5220	Unemployment taxes	200	200	450	450	450
5334	Cont Serv-Professional Fees	3,000	3,145	450	450	450
5340	Legal Fees-Ordinance re-write	2,000	2,000	1,000	0	0
5368	Total-annual software support lic **	8,200	8,200	32,121	32,121	32,121
5410	Uniforms, shoes, equipment, radios	3,000	3,000	4,000	4,000	4,000
5436	Office supplies & exps	1,030	1,030	1,803	1,800	1,800
5438	Supplies, batteries, Paper, Misc.	1,600	1,600	3,460	3,000	3,000
5448	Signage	6,780	6,635	3,000	3,000	3,000
5528	Phone data plan ***	420	420	3,780	3,780	3,780
5618	Repairs to Meters/Equipment	0	0	3,000	3,000	3,000
5704	Eqpmnt-Coin sorter, ElecCar Chrg Stat	0	0	6,000	6,000	6,000
5800	Advertising	1,500	1,500	3,000	3,000	3,000
5808	Dues & subscriptions	200	200	600	600	600
5822	Insurance	400	400	400	400	400
5836	Postage-Parking Ticket collections	0	0	0	0	0
5906	Contingency	0	0	10,000	12,000	12,000
5924	Island Explorer shuttle contrib.	0	0	8,000	25,000	25,000
	Total Direct Expenses	40,000	40,000	142,865	160,402	160,402

6420 ALLOCATED EXPENSES: OPERATIONS & Other Transfers to General Fund

4808	Transfer Est Parkng Citation Fines	0	0	30,000	30,000	30,000
4816	Administrative Services-Fin & Adm	0	0	17,819	17,819	17,819
4845	Police Admin. Oversight Services	0	0	4,475	4,475	4,475
4877	Public Works Services	0	0	7,452	7,452	7,452
	Total Allocations Transfer to Gen Fund	0	0	59,746	59,746	59,746

Account Number	Account Description	Budget FY2019	Est FY2019	Year 1 FY2020	Year 2 FY2021	Year 3 FY2022
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ALLOCATED EXPENSES: OPERATIONS (Transfer as revenue to the General Fund)

Police		Hours	Hourly Rate	FY2020
Police Chief		50	\$ 45.91	\$ 2,296
Lt. Supervision (benefits)		50 38%	\$ 31.58	\$ 1,579 \$ 600
				<u>\$ 4,475</u>
Highway		Hours	Hourly Rate	FY2020
Winterize Kiosks	(28)	40	\$ 20.00	\$ 800
Install/Remove meter	(184)	200	\$ 20.00	\$ 4,000
Meter/Kiosk maintenance (benefits)		30 38%	\$ 20.00	\$ 600 \$ 2,052
				<u>\$ 7,452</u>

ONE TIME CAPITAL EXPENSES: (In the Highway CIP Fund - Acct #2177-6410)

Parking Meter Original Install	600,000	(28 Kiosks and 184 Meter Poles & all relevant software)
Contingency	0	0 CIP bond short by \$90,000 in FY19
	<u>600,000</u>	600,000

Decorative Poles/Bases not included in estimates
Annual warranty costs not included in estimates

Transfer to the Town's CIP Fund

6258	Ferry Terminal land parking system	0	0	0	120,000	120,000
6410	Parking Meters & Reserve	0	0	90,000	20,000	20,000
6434	LED Lights Upgrade	0	0	0	50,000	50,000
6000	2 Meter Storage Trailers	0	0	15,000	0	0
6002	Segway - (out street permit enforcement)	0	0	10,000	0	0
6004	Electric vehicle (downtown enfr & maint)	0	0	15,000	0	0
6006	Bike Racks	0	0	5,000	5,000	5,000
6700	Debt Service Parking Meters-5 yrs	0	0	125,000	125,000	125,000
Total Capital Expense Allocations		0	0	260,000	320,000	320,000
Total Expenditures		<u>640,000</u>	<u>640,000</u>	<u>462,611</u>	<u>540,148</u>	<u>540,148</u>

Account Number	Account Description	Budget FY2019	Est FY2019	Year 1 FY2020	Year 2 FY2021	Year 3 FY2022
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Detail to Direct Expenses:**Detail to 3 Direct Cost Line Items:***(budgets based on 5 mos. Operations)*

* Detail to Parking Enforcement Wages: Acct #7210-5115						
	Parking Coordinator (1) <i>\$20.40 phr - 960 hours</i>	3,500	3,500	19,584	19,584	19,584
	Parking Enforcement (2) <i>\$13.16 phr - 1920 hours</i>	5,500	5,500	25,267	25,267	25,267
	Total Wages-Parking Enforcement *	9,000	9,000	44,851	44,851	44,851
** Detail to annual software license costs: Acct #7210-5368						
5368	Handheld Unit Support (\$60x5x3) <i>Police Enforcement software</i>	300	300	900	900	900
"	Parking Availability App's/Educ. <i>Provides info to public via cloud</i>	1,000	1,000	1,500	1,500	1,500
"	M5Smart meter (\$5.75 x 5mo x 337) <i>Monthly fees, acct reports; communication</i>	2,300	2,300	9,689	9,689	9,689
"	Dome Sensors (\$3.50 x 5mo x 337) <i>Gives analysis, resets to zero, prevents meter feeding-helps turnover, analytics</i>	1,400	1,400	5,898	5,898	5,898
"	Real Time Reporting (\$2.75) <i>Reports jams, unoccupied space, pay by phone app, enforcement notices</i>	1,200	1,200	4,634	4,634	4,634
"	IVR Enforcement Mgt System <i>Costs are approx. \$2.30 per collection</i>	500	500	3,000	3,000	3,000
"	On Line Permit Costs <i>Costs are covered by fees except for Residents, local taxpayers, etc.</i>	500	500	3,000	3,000	3,000
"	Kiosk Reporting (\$25 x 5mo x 28)	1,000	1,000	3,500	3,500	3,500
	Total-annual software support lic **	8,200	8,200	32,121	32,121	32,121
*** Detail to Phone data costs: Acct #7210-5528						
5528	Phone data plan (3 modem devices) <i>3 units x \$50 mo x 5 months</i>	200	200	1,800	1,800	1,800
5528	Connection to DMV system (3 licenses) <i>3 units x \$55 mo x 5 months</i>	220	220	1,980	1,980	1,980
	Total-Cell/Data costs ***	420	420	3,780	3,780	3,780