

**Form 1. Individual Project Proposal Descriptions and Justification**

Prepared by: Sgt James Gilman Date Prepared: Dec 12, 2011

Project Title: Equipment Reserve Program Area: **SR**

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**Project Description:** This reserve fund will supply various sorts of departmental items that may unexpectedly arise throughout the up coming fiscal year. This reserve will be utilized for necessary items and equipment that are not expressed in the budget line item. This proposal is essential to defray unexpected costs that arise during the year.

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**Planning Context:** N/A

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**Schedule:** Items will be purchased as needed throughout the fiscal year.

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**Coordination:** N/A

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**Previous Town Meeting Action:** None

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**Project Priority:** (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or be ready for action until three years from now.)

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  1   priority within department/program area

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**Estimated Cost: \$ 12,500**

Instructions: Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

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**Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so with a narrative after indicating the type of estimate.

- Cost of comparable facility or equipment
  - Rule of thumb indicator, unit costs
  - From the cost estimate from engineer, architect, or vendor
  - From bids received
  - Preliminary estimate, (e.g. no other basis for estimate, guesstimate)
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**Alternative Financing:** Unknown

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**Form 2. Project Summary and Impact of Individual Project Proposal on Operating Budget**

Date Prepared: 12/20/2011 Department: LPD  
 Prepared By: Sgt Gilman  
 Approved By: Equipment Reserve  
 Project Title: Work Done in Prior Years, if applicable:

**Project Summary:**

Cost Elements	FY12 Cost	FY13 Cost	FY14 Cost	FY15 Cost	FY16 Cost	FY17 Cost	Cost to Date	TOTAL
Planning/Design								0
Site Acquisition								0
Site Improvement								0
Construction								0
Purchase of Equipment								0
Other	12,500							12500
Contingency								0
<b>TOTAL</b>	<b>12500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12500</b>

**Impact of Individual Project Proposal on Operating Budget:**

Cost Elements	FY12 Cost	FY13 Cost	FY14 Cost	FY15 Cost	FY16 Cost	FY17 Cost	Explanation
Payroll & Fringes							
Professional Services							
Miscellaneous Expenses							
Other							
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>