

**LEXINGTON POLICE DEPARTMENT
SPECIAL EVENT ASSIGNMENT COST ESTIMATE**

FORM 102
(8/03)

Event Name: FCPS Graduation
 Event Location: Rupp Arena
 Event Promoter: FCPS Board of Education
 Event Date: June 4 & 5, 2026
 Event Start Time: 1000 Event End Time: 2000
 Assignment Start Time: 8:00 Assignment End Time: 21:00
 Total Assignment Hours: 13

Note: Assignment starting and ending times are affected by pre/post event traffic, issuing assignments, removing traffic control equipment, weather, etc.

Services Requested:

Traffic control for graduation ceremonies for 2 days (6 ceremonies total).
 Ceremonies 1000, 1400, 1800 hours.
 Traffic plan and hours remain the same from last year.

Crowd Estimate: 7000-10000 per ceremony

The number of personnel required for this event and estimated expenses is:

	Quantity	Est. OT Rate	Hours	Estimated Cost
Personnel:	<u>23</u>	<u>\$65</u>	<u>26.00</u>	<u>\$38,870.00</u>
Sergeant:	<u>2</u>	<u>\$81</u>	<u>26.00</u>	<u>\$4,212.00</u>
Lieutenant:	<u>2</u>	<u>\$104</u>	<u>26.00</u>	<u>\$5,408.00</u>
Other:	<u>Barricade Truck \$65 x 30 hours</u>			<u>\$1,950.00</u>
Other:	<u>Command Post Operator \$65 x 30 hours</u>			<u>\$1,950.00</u>
Meals:	<input type="checkbox"/> Not Required	<input checked="" type="checkbox"/> Required		
TOTAL				\$52,390.00


All questions should be directed to the person who prepared this estimate.

This estimate was prepared by: Lieutenant Jeremiah Davis
 Bureau of: Special Ops / Traffic Section Date of Estimate: 3/30/2026
 Phone(s): (859) 258-3662

I accept this estimate and understand that event delays due to weather, larger than estimated crowd, or other unpredictable circumstances may increase the length of the assignment, which will affect the total amount billed.

I understand that 24 hours cancellation is necessary in order to notify personnel.

For this estimate to honored and personnel to be assigned it must be returned no later than 30 days prior to the event.

Signed: James McMillin 
 Name Printed: James McMillin
 Title: Chief School Leadership Officer
 Firm: FCPS
 Address: 450 Park Place
 Phone(s): 8594220467

Return Original to:
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