



Town of Pembroke Park

Agenda

SPECIAL COMMISSION MEETING Meeting
Thursday, October 31, 2019 @ 7:00 PM
Council Chambers

	Page
1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. ROLL CALL	
4. NEW BUSINESS	
4.I. DISCUSSION: AUTHORIZATION TO PURCHASE GOLF CARTS - MAYOR MOHAMMED	3 - 18
Golf Carts Quotes	
4.II. DISCUSSION:AUTHORIZATION TO TRANSFER FUNDS TO ALLOW FOR OVERTIME PAY - MAYOR MOHAMMED	19 - 23
Copy of Copy of Overtime Analysis	
TOWN OF PEMBROKE PARK EVENT TRACKING FORM 10-29-2019	
5. DISCUSSION:AUTHORIZATION TO TRANSFER FUNDS TO ALLOW FOR OVERTIME PAY - MAYOR MOHAMMED	
6. ANY PERSON WHO DECIDES TO APPEAR ANY DECISIONS OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE SEALED.	
ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE TOWN CLERKS OFFICE AT 954-966-4600 AT LEAST TWO CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED PLEASE CONTACT THE FLORIDA RELAY SERVICES BY USING THE FOLLOWING NUMBERS: 1-800-955-8770(VOICE) OR 1-800-955-8771(TDD)	

A & A PARTS & CARTS, LLC

2360 S.W. 56 Ave.
West Park, FL 33023
Ph: 954-966-7725
Fax: 954-966-7726

PROPOSAL#	
10/24/2019	3008

Name / Address
TOWN OF PEMBROKE PARK 3150 S.W. 52nd AVE. PEMBROKE PARK, FL 33023 PH: 954-966-4600

Ship To
CUSTOMER PICK UP

P.O. No.		Terms	Due Date	Rep	FOB	Ship Via	
		C.O.D.	10/24/2019	STM			
Item	Qty	Description				Unit Price	Total
GC-PRECEDE...	1	2016 CLUB CAR MODEL: PRECEDENT GASOLINE COLOR: WHITE WITH WHITE SEATS ENGINE: 4 CYCLE, OHC, 404 CC, FUEL INJECTION, 14 HORSEPOWER (10.4 KW) RATED ENGINE @ 3600 RPM (PER SAE J 1940), SINGLE CYLINDER, AIR COOLED, WITH SPLASH LUBRICATION SYSTEM ***REG. PRICE \$6,600.00*** INCLUDES: FACTORY 4 PASSENGER KIT FACTORY EXTENDED ROOF HEADLIGHT AND TAILLIGHT HORN WINDSHIELD S/N: T.B.A. DISCOUNT				6,200.00	6,200.00
Discount						-200.00	-200.00
					Subtotal		
					\$6,000.00		

Print Name _____

Date _____

Signature _____

A & A PARTS & CARTS, LLC

2360 S.W. 56 Ave.
West Park, FL 33023
Ph: 954-966-7725
Fax: 954-966-7726

	PROPOSAL#
10/24/2019	3009

Name / Address
TOWN OF PEMBROKE PARK 3150 S.W. 52nd AVE. PEMBROKE PARK, FL 33023 PH: 954-966-4600

Ship To
CUSTOMER PICK UP

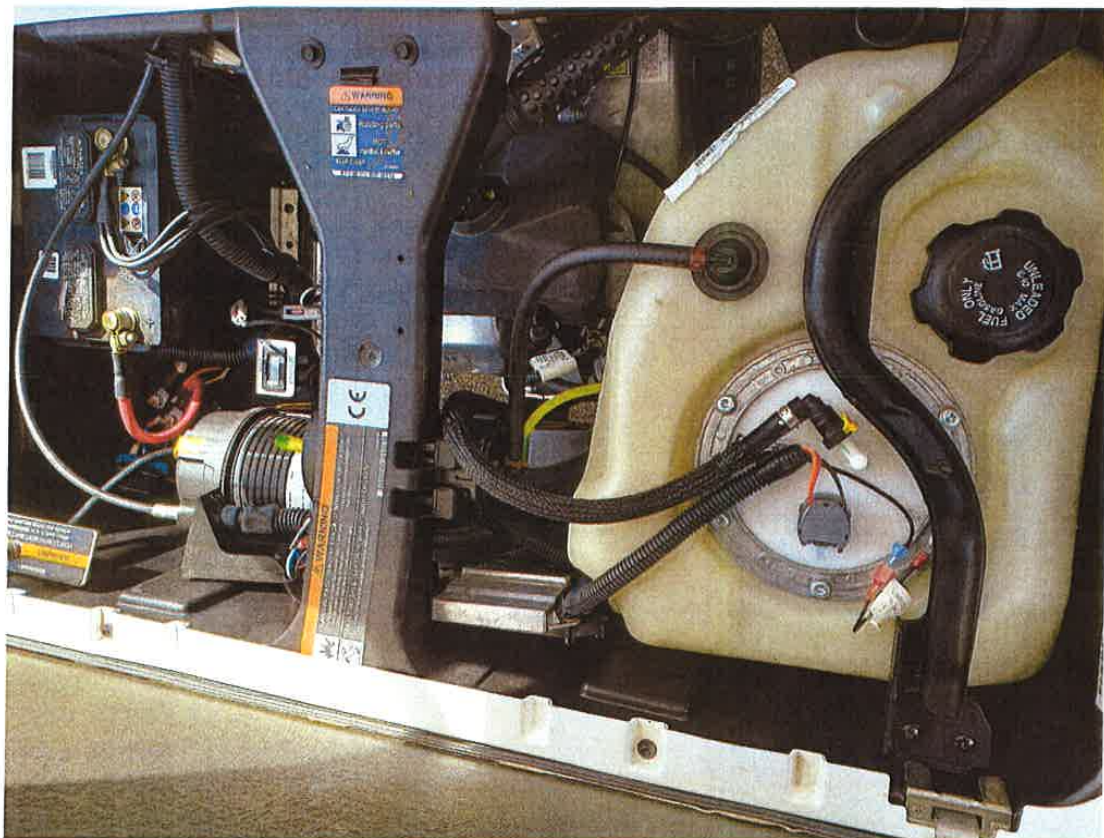
P.O. No.		Terms	Due Date	Rep	FOB	Ship Via	
		C.O.D.	10/24/2019	STM			
Item	Qty	Description				Unit Price	Total
GC-PRECEDE...	1	2016 CLUB CAR MODEL: PRECEDENT GASOLINE COLOR: WHITE WITH WHITE SEATS ENGINE: 4 CYCLE, OHC, 404 CC, FUEL INJECTION, 14 HORSEPOWER (10.4 KW) RATED ENGINE @ 3600 RPM (PER SAE J 1940), SINGLE CYLINDER, AIR COOLED, WITH SPLASH LUBRICATION SYSTEM ***REG. PRICE \$6,600.00*** INCLUDES: 54" STANDARD ROOF HEADLIGHT AND TAILLIGHT HORN WINDSHIELD S/N: T.B.A.				6,000.00	6,000.00
PA-BOX-015A Discount	1	ALUMINIUM UTILITY BOX WITH MOUNTING KIT DISCOUNT				0.00 -200.00	0.00 -200.00

					Subtotal	\$5,800.00
					Sales Tax (0.0%)	\$0.00
					Total	\$5,800.00

Print Name _____

Signature _____

Date _____







A & A PARTS & CARTS, LLC

2360 S.W. 56 Ave.
West Park, FL 33023
Ph: 954-966-7725
Fax: 954-966-7726

	PROPOSAL#
10/24/2019	3006

Name / Address
TOWN OF PEMBROKE PARK 3150 S.W. 52nd AVE. PEMBROKE PARK, FL 33023 PH: 954-966-4600

Ship To
CUSTOMER PICK UP

P.O. No.		Terms	Due Date	Rep	FOB	Ship Via	
		C.O.D.	10/24/2019	STM	WEST PARK		
Item	Qty	Description				Unit Price	Total
GC-Ezgo-TXT ...	1	2016 EZ-GO TXT T48 ELECTRIC, 48 VOLT, COLOR: GREEN DRIVETRAIN: MOTOR SHAFT DIRECT DRIVE STEERING: SELF-COMPENSATING RACK AND PINION SUSPENSION: LEAF SPRINGS WITH HYDRAULIC SHOCK ABSORBERS SERVICE: BRAKE REAR WHEEL MECHANICAL SELF-ADJUSTING DRUM PARKING: BRAKE SELF-COMPENSATING, SINGLE POINT ENGAGEMENT S/N: T.B.A.				5,000.00	5,000.00
TOP	1	54" STANDARD ROOF				0.00	0.00
BA-GBAP8000	6	8 VOLT BATTERY POWERTRON 8000/ELPT BAYONET CAT HEAVY DUTY (EXCHANGE PRICE)				0.00	0.00
CH-Charger	1	DELTA Q 48 VOLT CHARGER S/N#: T.B.A.				0.00	0.00
PA-BOX-011A	1	Aluminum Utility Box w/ Mounting Kit, E-Z-Go TXT 96+				0.00	0.00
PA-WIN-3024	1	2 PCS WINDSHIELD, CLEAR, FOR EZGO TXT 2014+, IMPACT MODIFIED				0.00	0.00
PA-LIGHT TX...	1	EZGO TXT T-48 BASIC LED LIGHT KIT (GAS & ELECTRIC) INCLUDES HEADLIGHT & TAILLIGHTS				0.00	0.00
Discount		SPECIAL DISCOUNT				-200.00	-200.00
					Subtotal		
					\$4,800.00		

Print Name _____

Signature _____

Date _____

A & A PARTS & CARTS, LLC

2360 S.W. 56 Ave.
West Park, FL 33023
Ph: 954-966-7725
Fax: 954-966-7726

PROPOSAL#

10/24/2019

3007

Name / Address

TOWN OF PEMBROKE PARK
3150 S.W. 52nd AVE.
PEMBROKE PARK, FL 33023
PH: 954-966-4600

Ship To

CUSTOMER PICK UP

P.O. No.		Terms	Due Date	Rep	FOB	Ship Via	
		C.O.D.	10/24/2019	STM	WEST PARK		
Item	Qty	Description				Unit Price	Total
GC-Ezgo-TXT ...	1	2016 EZ-GO TXT T48 ELECTRIC, 48 VOLT, COLOR: GREEN DRIVETRAIN: MOTOR SHAFT DIRECT DRIVE STEERING: SELF-COMPENSATING RACK AND PINION SUSPENSION: LEAF SPRINGS WITH HYDRAULIC SHOCK ABSORBERS SERVICE: BRAKE REAR WHEEL MECHANICAL SELF-ADJUSTING DRUM PARKING: BRAKE SELF-COMPENSATING, SINGLE POINT ENGAGEMENT S/N: T.B.A.				5,200.00	5,200.00
TOP	1	80" EXTENDED ROOF				0.00	0.00
BA-GBAP8000	6	8 VOLT BATTERY POWERTRON 8000/ELPT BAYONET CAT HEAVY DUTY (EXCHANGE PRICE)				0.00	0.00
CH-Charger	1	DELTA Q 48 VOLT CHARGER S/N#: T.B.A.				0.00	0.00
PA-PF11301	1	REAR SEAT KIT BASIC TXT TAN FLIP SEAT ASSY				0.00	0.00
PA-WIN-3024	1	2 PCS WINDSHIELD, CLEAR, FOR EZGO TXT 2014+, IMPACT MODIFIED				0.00	0.00
PA-LIGHT TX...	1	EZGO TXT T-48 BASIC LED LIGHT KIT (GAS & ELECTRIC) INCLUDES HEADLIGHT & TAILLIGHTS				0.00	0.00
Discount		SPECIAL DISCOUNT				-200.00	-200.00
					Subtotal \$5,000.00		
					Sales Tax (0.0%) \$0.00		
					Total \$5,000.00		

Print Name

Signature

Print Name

Signature

Date







Broward Electric Car & Equipment

4100 Ravenswood Road
Suite A
Ft. Lauderdale, FL 33312

P 954-925-2400 F 954-925-8444

www.browardelectriccar.com



CUSHMAN



Vehicle Quote

Quote: 91551
Date 10/23/2019
Terms Net 30
PO # REQUIRED
Rep MC

Bill To: 0001620

Pembroke Park, The Town Of
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

Ship To:

Pembroke Park, The Town Of
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

Ordered By:	Chris McKine	Phone	954-275-2804	email	twilde	@ townofpembrokepark.com	
Make/Model	EZGO TXTE-UT 48V PDS	Year	2016	S/N	T.B.D.	Electric	
Charger	48V Automatic					NLI#	
Qty	Item	Description				Price	Total
1.00	16-TXTE-48V	EZGO 2016 TXTE 48V PDS Golf Car USED - RECONDITIONED Feature reverse warning indicator, Console w/4 cup drink holder, center storage basket, Tires: 18 x 8.50 x 8" Used Street Design, 48V electrical system, Power drive speed control PDS, 48V charger, 6-8V 2016 Battery Pack, Std. Speed 14 +/- .5 mph. BEC LIMITED WARRANTY: 4- Months Parts & Labor				3,400.00	3,400.00
		Body Color: ALMOND Seat Color: TAN					
6.00	Battery Fee	State Battery Fee, FL Statute 403.7185				1.50	9.00
4.00	Tire Fee	State Tire Fee, FL Statute 403.718				1.00	4.00
1.00	SEAT-311T+I	Seat Kit 4 Passenger Flip EZ-GO TXT 96-Up G&E Steel Frame, Seats, Cargo Deck & Footrest. INSTALLED Tan				550.00	550.00
1.00	Transport Discount	Transportation Delivery: Vehciel Sale The Town Of Pembroke Park				100.00 -200.00	100.00 -200.00
		Lead Time 2-3 Days					
Vehicle Quote Terms		Quote is honored for 30-Days or while supplies last.				Subtotal	\$3,863.00
		AUTHORIZED SIGNATURE is Required for Approvals. ALL Vehicle Sales are COD. Some Orders may be Require 50% Deposit.				Sales Tax (0.0%)	\$0.00
		PAYMENT: I.D. Required for All Checks and Subject to 7-10 day Hold, Credit Card Charges over \$500 subject to 2.0% Convenience Fee.				Total	\$3,863.00

Accepted By: X

Print:

Date:

Thank You For The Opportunity To Provide This Quote on Our Line of Vehicles







Broward Electric Car & Equipment

4100 Ravenswood Road
Suite A
Ft. Lauderdale, FL 33312

P 954-925-2400 F 954-925-8444

www.browardelectriccar.com



CUSHMAN.



Vehicle Quote

Quote: 91548
Date: 10/23/2019
Terms: Net 30
PO #: REQUIRED
Rep: MC

Bill To: 0001620

Pembroke Park, The Town Of
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

Ship To:

Pembroke Park, The Town Of
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

Ordered By:	Chris McKine	Phone	954-275-2804	email	twilde	@	townofpembrokepark.com
Make/Model	EZGO TXT Lifted Valor Gas	Year	2019	S/N	3416028-J2119	Gasoline	
Charger	N/A					NLI#	
Qty	Item	Description			Price	Total	
1.00	628444-2019	EZGO 2019 TXT LIFTED VALOR GASOLINE MODEL #628444 NEW Features: 13.5 HP Single-Cylinder OHV, 401cc Air Cooled Kawasaki Engine, Carburetor Fuel Control, Powertrain: Truck Clutch, 12V. Battery Maintenance Free, Fuel Cap 6.2 Gal., Suspension: Leaf Spring w/Shocks, Frame: Welded Steel w/DuraShield Coating, Body Injection Molded TPO, Lights: Head-Tail & Horn, Brakes: Rear Wheel Mechanical Self Adjust Drum, Seating Cap. 2, Tires: Kenda K500 20 x 8-10 on Black Steel Wheel, Seating Cap. 2, Speed 16mph +/- 0.5. Standard Body Colors: Black or Electric Blue Standard Seat Colors: Tan or Black Vehicle Color: Metallic Charcoal Seat Color: Gray			6,000.00	6,000.00	
1.00	Nonstocking	State Battery Fee, FL Statute 403.7185			0.00	0.00	
1.00	Battery Fee	State Tire Fee, FL Statute 403.718			1.50	1.50	
4.00	Tire Fee	Top Kit 54" TXT 13+ Black			1.00	4.00	
1.00	751252PKG	Bed, Aluminum Box Kit 30"Lx42"Wx8"H w/Tailgate EZGO TXT 96+ (INSTALLED)			299.00	299.00	
1.00	BOX-011A+	Transportation Delivery: Vehicle Sale			550.00	550.00	
1.00	Transport	The Town Of Pembroke Park			100.00	100.00	
	Discount	Lead Time 2-3 Days			-300.00	-300.00	
Vehicle Quote Terms		Quote is honored for 30-Days or while supplies last.				Subtotal	\$6,654.50
		AUTHORIZED SIGNATURE is Required for Approvals. ALL Vehicle Sales are COD. Some Orders may be Require 50% Deposit.				Sales Tax (0.0%)	\$0.00
		PAYMENT: I.D. Required for All Checks and Subject to 7-10 day Hold, Credit Card Charges over \$500 subject to 2.0% Convenience Fee.				Total	\$6,654.50

Accepted By: X

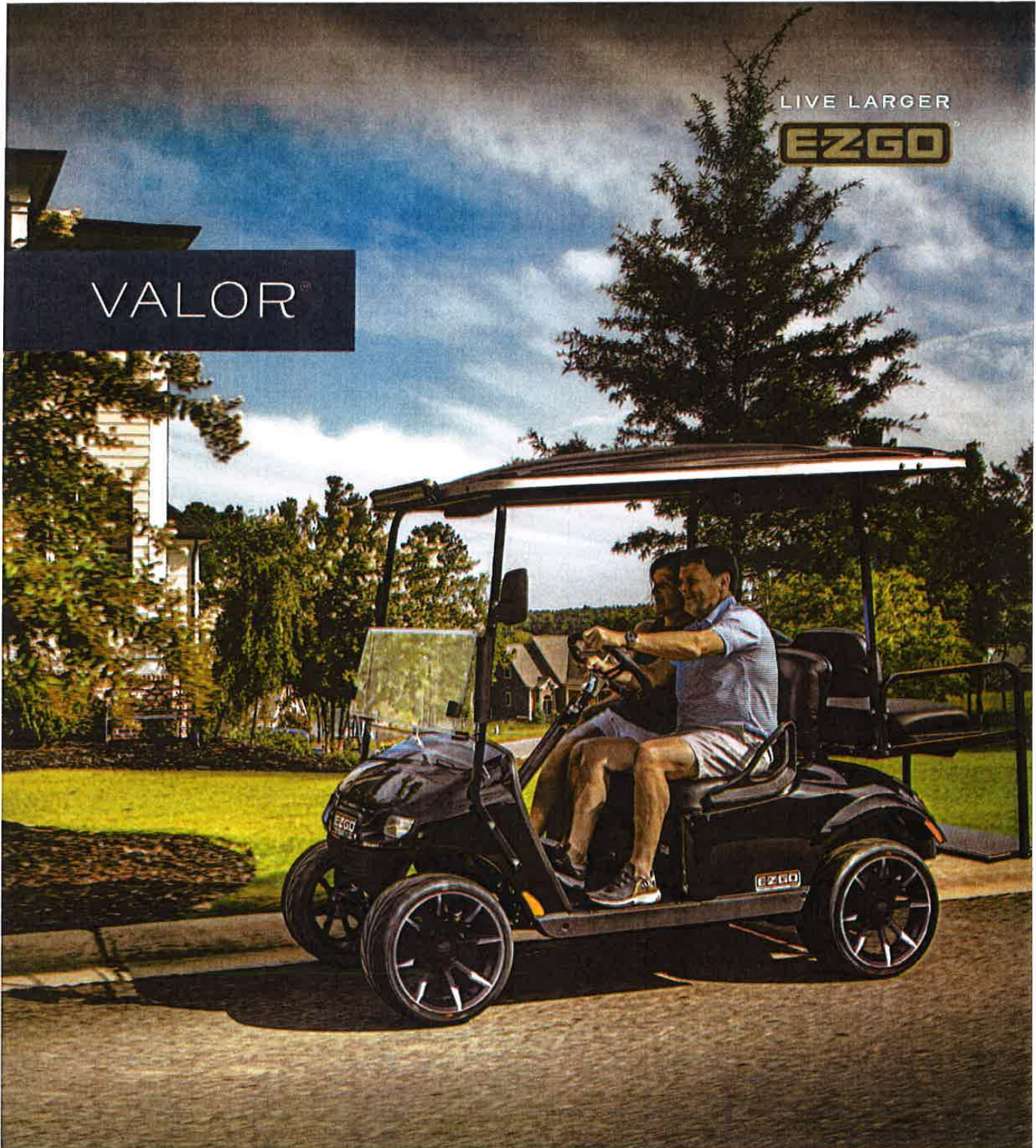
Print:

Date:

Thank You For The Opportunity To Provide This Quote on Our Line of Vehicles







VALOR[®]

LIVE LARGER

EZGO[®]

13.5-HP GAS ENGINE

12-VOLT MAINTENANCE
FREE BATTERY

HEADLIGHTS &
TAILLIGHTS

BlockBuster Golf Cars, Inc.1870 NW 54th Avenue
Margate, Florida 33063**(954) 977-4131**

Sales@BlockbusterGolfCars.Com

PROPOSAL

Date	Estimate #
10/23/2019	7462

Name / Address
TOWN OF PEMBROKE PARK ATT: MR. CHRIS MCKINE 954-275-8678 3150 S.W. 52nd AVENUE PEMBROKE PARK, FL. 33023

Ship To

P.O. No.	Terms	Rep	Project	Add 3% For All Credit Card Charges
	Net 15	BRAD	C. McKine	

Qty	Item	Description	Cost		Total
1	USED VEHIC...	USED 2016 CLUB CAR MODEL ELECTRIC GOLF CAR 2-PASSENGER WITH TWO PASSENGER SUN TOP AND PORTABLE CHARGER BODY COLOR: WHITE ***** INCLUDES NEW BATTERIES NEW REAR CARGO BOX ***** WARRANTY: 1-YEAR BATTERIES 6-MONTHS PARTS LABOR	4,350.00		4,350.00T
1	USED VEHIC...	USED 2016 CLUB CAR MODEL ELECTRIC GOLF CAR 4-PASSENGER WITH TWO PASSENGER SUN TOP AND PORTABLE CHARGER BODY COLOR: WHITE ***** INCLUDES NEW BATTERIES NEW REAR SEAT KIT ***** WARRANTY: 1-YEAR BATTERIES 6-MONTHS PARTS LABOR	4,550.00		4,550.00T

THANK YOU FOR THE OPPORTUNITY TO PROPOSE OUR VEHICLES, SERVICES
& PARTS**Subtotal****Sales Tax (0.0%)****Total**

Signature

Page 1

BlockBuster Golf Cars, Inc.1870 NW 54th Avenue
Margate, Florida 33063**(954) 977-4131**

Sales@BlockbusterGolfCars.Com

PROPOSAL

Date	Estimate #
10/23/2019	7462

Name / Address
TOWN OF PEMBROKE PARK ATT: MR. CHRIS MCKINE 954-275-8678 3150 S.W. 52nd AVENUE PEMBROKE PARK, FL. 33023

Ship To

P.O. No.	Terms	Rep	Project	Add 3% For All Credit Card Charges
	Net 15	BRAD	C. McKine	

Qty	Item	Description	Cost		Total
1	USED VEHIC...	USED 2014 CLUB CAR MODEL GASOLINE GOLF CAR 2-PASSENGER WITH TWO PASSENGER SUN TOP BODY COLOR: TBA PENDING AVAILABILITY ***** INCLUDES NEW BATTERIES NEW REAR CARGO BOX *****	4,650.00		4,650.00T
1	USED VEHIC...	USED 2014 CLUB CAR MODEL GASOLINE GOLF CAR 4-PASSENGER WITH TWO PASSENGER SUN TOP BODY COLOR: TBA PENDING AVAILABILITY ***** INCLUDES NEW REAR SEAT KIT ***** **TERMS** NET 15 DAYS WITH PURCHASE ORDER LEAD TIME: ELECTRIC GOLF CARS 7 TO 10 BUSINESS DAYS OR ASAP. GASOLINE GOLF CARS PENDING AVAILABILITY	4,800.00		4,800.00T

THANK YOU FOR THE OPPORTUNITY TO PROPOSE OUR VEHICLES, SERVICES
& PARTS**Subtotal** \$18,350.00There is 20% restocking fee for all returned items.. There is \$15.00 per day storage fee for
all vehicles left at our facility more than 7-Days. Blockbuster Golf Cars, Inc. Is not
Responsible for vehicles or items left over ninety days. This Proposal Is Subject To Change
Without Notice.**Sales Tax (0.0%)** \$0.00

Signature

Page 2

Total \$18,350.00

Town of Pembroke Park
Projected Payroll Cost - Health Fair
November 2, 2019

Preparation for Event (W/E 10/27)			
Employee Name	# of Hours	OT Rate	Estimated Cost
Brown Joy	1	32.13	32.13
Flores, Misael	7	30.36	212.52
Mckine, Christopher	3	43.30	129.90
Mesa, Adrian	6	33.51	201.06
ESTIMATED PAYROLL COST	17		575.61
Event Date: 11/2			
Employee Name	# of Hours	OT Rate	Estimated Cost
Brown Joy	13	32.13	417.69
Davis Dierdre	9	32.13	289.17
Day, Robert M.	12	35.15	421.80
Flores, Misael	13	30.36	394.68
Greene, Ramada	9	23.21	208.89
Herrera, Jorge	13	26.67	346.71
Hill, Byron R.	21	31.26	656.46
Lawson, James	12	31.78	381.36
Manzerolle, Lucie	9	54.95	494.55
Mckine, Christopher	13	43.30	562.90
Mesa, Adrian	13	33.51	435.63
Nereus, Gary	21	54.15	1,137.15
Nunez Miguel	9	45.26	407.34
Price, Valerie	9	52.50	472.50
Ramirez, Joseline D.	9	33.24	299.16
Reutlinger Susan	9	29.84	268.56
Wallace, Timothy	21	30.36	637.56
Woodbury, Stephanie	13	42.93	558.09
ESTIMATED PAYROLL COST	228		\$ 8,390.20
Non Overtime Employees	# of Hours	Reg Rate	Estimated Cost
Grooms, Michelle	7	34.89	244.23
Louis, Jeffrey	9	25.17	226.53
Moise, Myriam	9	36.48	328.32
TOTAL ESTIMATED PAYROLL COST	253		\$ 9,764.89

In previous years, employees who don't receive overtime were able to convert these hours to Comp time that could be used at a later date.

**Town of Pembroke Park
Overtime Analysis
November 2, 2019**

Department	Budgeted	YTD	Estimated Health Fair	Total Dollars	Remaining \$	%
Administration	\$ 1,500	\$ 2,181	\$ 1,008	\$ 3,188	\$ (1,688)	-112.56%
Finance	\$ 2,000	\$ -	\$ 473	\$ 473	\$ 1,528	76.38%
Building	\$ 4,000	\$ 14	\$ 495	\$ 508	\$ 3,492	87.29%
Code	\$ 2,000	\$ -	\$ 299	\$ 299	\$ 1,701	85.04%
Roads & Streets	\$ 3,500	\$ 729	\$ 1,357	\$ 2,085	\$ 1,415	40.42%
Parks	\$ 15,000	\$ 2,917	\$ 2,283	\$ 5,201	\$ 9,799	65.33%
Sewer	\$ 10,000	\$ 524	\$ 1,189	\$ 1,712	\$ 8,288	82.88%
Stormwater	\$ 10,000	\$ 894	\$ 1,456	\$ 2,350	\$ 7,650	76.50%
	\$ 48,000	\$ 7,258	\$ 8,558	\$ 15,817	\$ 32,183	67.05%

Estimated YTD totals includes the anticipated hours for the Health Fair.

Miguel Nunez is being paid for regulr time as he is a part time employee and the hours he will be working will not include any overtime



TOWN OF PEMBROKE PARK

EVENT PLANNING/TRACKING FORM

Note: This form is to be completed and submitted to the Town Manager two (2) weeks prior to the event.

Name of Event: 6 th Annual Health Fair	Budget/Description/Purpose: \$10,000.00/ To inform the residents of the Town to live healthy lives.			
Date, Location & Time of Event: 11/2/2019/ Raymond P Oglesby Park/10am to 5pm	Target Population & Age Group To Be Served: 0-80 years old/ People that are in need of groceries, in need of healthcare, and access to healthcare services and information.			
Outcomes & Objectives of Event: To locate and provide information and access to services that the community did not have access to prior to the event including but not limited to free resources to aid the elderly residents of the community, and those without access to health care, and prenatal services. To provide a hot meal as well as a grocery distribution to the residents considering that 30% of the residents in the town live below the poverty level and are in need of food for their families. To assist those who need help with things like Medicare and affordable care insurance. To help combat the HIV epidemic and other diseases like hypertension, diabetes, sickle cell by providing a wealth of resources that the community can use in helping to understand and implement a healthy lifestyle. To reinforce to the community that the Town of Pembroke Park is here to assist and serve them; give the community the opportunity interact with the town and show that we are community oriented. As a <u>happy healthy community</u> is a productive community.				
Items & Resources Needed (Not Including Staff/Volunteers): 1. Tables 2. Chairs 3. Tents 4. Groceries for give-away 5. Mobile stage 6. Food and refreshments (Hamburgers, hotdogs, bread, chicken, salad, pasta, fruit drinks, vegetables)(caterers) 7. Golf carts 8. Marketing/ entertainment (bounce houses, ponies, DJ) 9. BSO Staging area 10. Truck rental for grocery pick up				
Staff Needed for Event – SEE HANDOUT				
Staff's Name	Assigned Duties	Department /Division	Estimated Hours for Event	Approved By Department Head
Byron Hill	Set up, breakdown, pick up food from Farm Share on Friday morning	Public Svcs/Roads & Streets	21	
Timothy Wallace	Set up, breakdown, pick up food from Farm Share on Friday morning	Public Svcs/Roads & Streets	21	
Gary Nereus	Set up, breakdown, pick up food from Farm Share on Friday morning	Public Svcs/Sewer	21	
Robert Day	Set up and breakdown	Public Svcs/Sewer	12	

James Lawson	Set up and breakdown	Public Svcs/Roads & streets	12	
Chris McKine	Set up and breakdown	Parks	13	
Adrian Mesa	Set up and breakdown	Parks	13	
Misael Flores	Set up and breakdown	Parks	13	
Jorge Herrera	Set up and breakdown	Parks	13	
Joy Brown	Coordinating entire event	Admin	13	
Stephanie Woodbury	Assisting with coordinating	Public Svcs	13	
Ramonda Greene	Assisting with prepared food	Public Svcs	9	
Myriam Jacques	Assisting with bagging/sorting of groceries and snowcones	Public Svcs	9	
Michelle Grooms	Overseer of bagging and sorting of groceries	Admin	7	
Susan Reutlinger	Assisting with bagging/sorting of groceries and popcorn machine	Admin	9	
Lucie Manzerolle	Assisting with bagging/sorting of groceries and prepared food	Building	9	
Dierdre Davis	Assisting with bagging /sorting of groceries and prepared food	Admin	9	
Valerie Price	Assisting with bagging /sorting of groceries and prepared food	Finance	9	
Jeffrey Louis	Assisting with bagging /sorting of groceries and photos	Code Enforcement	9	
Joseline Ramirez	Assisting with bagging /sorting of groceries and registration	Code Enforcement	9	
Miguel Nunez	Assisting with bagging/sorting of groceries	Building	9	
Total Estimated Staff Time for Event 253				
Volunteers Needed for Event				
Volunteer's Name	Assigned Duties	Organization/Group	Estimated Volunteer Hours for Event	
25	Bagging/sorting of groceries, cooking on the grill, passing out groceries	Pembroke Park Church of Christ	Unknown	
15	Bagging/sorting of groceries, cooking on the grill, passing out groceries	Professional Firefighters Association	Unknown	
10	Assisting with concession stands, assisting the elderly with groceries	BSO CADETS	Unknown	
Shortfall of 25				

Note: This part of the form is to be completed and submitted to the Town Manager one (1) week after the event.

Total # Individuals & Age Groups Served:	Total Cost of the Event: Total Staff Hours for Event: \$ Total Volunteer Hours for Event: \$ Total Cost for Event: \$ Total Under/Over the Budget \$
List Outcomes and Objectives Met:	
List Outcomes and Objectives Not Met:	
List any Obstacles in Planning the Event and Implementation of the Event:	
What should we do different to make the event more successful?	

Please attach additional sheets if needed.

Signature

Date