



# MEMORANDUM

**To:** Honorable Mayor, Vice Mayor and Members of the Town Commission

**From:** Marisol Vargas, Interim Town Manager

**Date:** June 18, 2024

**Subject:** Third Annual Remembrance Event

---

Please join us as we honor the 98 souls lost along with all those impacted by the devastating June 24, 2021 building collapse. A lighting of the torch ceremony will be held at 1:22 a.m. at Veteran's Park followed by the 10 a.m. daytime event on 88th Street, the future site of the Surfside Memorial.

The daytime event will include seating for up to 250 attendees. The location of the event was coordinated with the Surfside Memorial Committee members and it is close to the building site. The Town received outside funding only for the First Year Remembrance Event. The Second Year Remembrance event was funded by the Town. The Third Year Remembrance Event will also be funded by the Town. See Exhibit "A" for the probable cost estimate for this year's event. Attached you will also find the site plan developed by the Communications Department (Exhibit "B").

Please note that the front office will be closed from 9:30 a.m. to 12:00 p.m.

Exhibit "A" – Probable Cost Estimate

Exhibit "B" – Site Plan



**Town of Surfside**  
 Third Annual Remembrance Event, June 24, 2024  
 Event Estimate and Cost Schedule

<b>Line Item</b>	<b>Activity</b>	<b>Vendor</b>	<b>Cost</b>	<b>Total</b>
1	Sound system, audio technician, cameraman and video operator, media pool feed broadcast, stage TV screen	LEC Media Group	4,290	\$ 6,397.00
2	30 x 70 Tent, chairs, fans, portable restroom, stage	Diamonette	10,952	\$ 14,177.55
3	Flower decorations	Valentina	1,000	\$ 1,000.00
4	98 Points of Light Printing - 325 copies	MinuteMan Press	1,200	\$ 1,200.00
5	Program printing	MinuteMan Press	500	\$ 500.00
6	SPD: Water, ice and 4 personnel = 2500	Various (DPO)	2,500	\$ 2,500.00
7	Public Works: Torch and gas = 4500	Propane Cowboys	4,500	\$ 4,500.00
8	Public Works support personnel - 1000	PW Dept.	1,000	\$ 1,000.00
<b>Total Estimated Project Cost</b>				<b>\$ 31,274.55</b>

