

NB 15. DISCUSS SENIOR MEAL SITE PROGRAMMING AT SOUTH SHORE  
COMMUNITY CENTER.  
Applicable Area:

# MIAMI BEACH

## COMMITTEE MEMORANDUM

TO: Finance and Economic Resiliency Committee Members

FROM: Eric Carpenter, City Manager

DATE: May 7, 2025

TITLE: DISCUSS SENIOR MEAL SITE PROGRAMMING AT SOUTH SHORE COMMUNITY CENTER.

### **RECOMMENDATION**

The Administration seeks to provide the Committee with an update of the senior congregate meal site's reinstatement at the South Shore Community Center.

### **BACKGROUND/HISTORY**

On June 26, 2024, the Mayor and City Commission ("Commission") heard item R7 G in conjunction with items R7 F and R7 H. Commissioner Rosen Gonzalez asked to defer the discussion of item R7 G to the September 11, 2024, Commission meeting for additional consideration.

On September 11, 2024, the Commission approved Resolution No. 2024-33271, directing the City Administration to develop a plan for re-opening the senior meal site program at the South Shore Community Center, located at 833 6<sup>th</sup> street, and to provide an update to the Commission at the October 30, 2024, meeting. Additionally, Item C4K issued a referral to the Finance and Economic Resiliency Committee (FERC) to discuss programming at the South Shore Community Center.

On September 13, 2024, a Sunshine meeting was held at the South Shore Community Center to conduct a walk-through of the facility, in an effort to explore possible programming.

On September 16, 2024, the Commission discussed a one-time expenditure enhancement for FY 25 in the amount of \$175,000, to reinstate the Senior Meal Site programming at the South Shore Community Center.

On October 30, 2024, the Commission discussed item R9Z and directed the Administration to develop a plan for reopening the senior meal site program at the South Shore Community Center. The Administration was instructed to issue a solicitation for vendors to provide a cost analysis and service plan for the Commission's approval. The Administration was also directed to provide an update to FERC on November 8, but the item was deferred.

On February 3, 2025, the Commission approved the issuance of ITN 2025-088-ND, and on February 5, 2025, the Procurement Department issued the solicitation with a submission deadline of March 14, 2025. Additionally, the Commission approved Resolution No. 2025-33481, reaffirming the City's commitment to re-open the senior lunchroom by May 1, 2025.

## **ANALYSIS**

The Administration issued Invitation to Negotiate (ITN) 2025-088-ND to solicit proposals from experienced vendors to provide congregate meal services and recreational programming for up to 50 seniors at the South Shore Community Center by May 2025. The ITN required vendors to submit a comprehensive plan that outlined service delivery, maximize the City's budget allocation, serve the greatest number of seniors possible, and identify potential funding sources to sustain the program beyond its initial year.

On April 23, 2025, the Administration presented a recommendation to the Commission and sought approval to negotiate with the selected vendor. Following Commission approval, the Administration will proceed with contract negotiations to begin services as soon as possible.

Concurrently, the existing ground floor office space—currently occupied in part by the Miami-Dade County Community Action Agency and Human Services Community Resource Center—will be reconfigured to accommodate the senior congregate meal program. The reconfiguration will involve adjustments to office layouts and shared areas to ensure that services provided by the Community Resource Center can continue without interruption alongside the new program.

Renovations must be completed before the congregate meal program can launch, and the total cost of these improvements is still under review. Facilities and Fleet staff are coordinating closely with the tenant to manage changes and minimize disruption. This transformation is essential to convert the existing administrative space into a welcoming and functional environment that supports both meal service and recreational activities for seniors.

Once complete, the reconfigured space will not only offer low-income residents greater access to supportive services, but it will benefit seniors with nutritious meals, social engagement opportunities, all in one centralized, accessible location. This initiative represents a meaningful investment in the health, well-being, and quality of life for some of the community's most vulnerable residents.

## **FISCAL IMPACT STATEMENT**

\$175,000

**Does this Ordinance require a Business Impact Estimate?**  
(FOR ORDINANCES ONLY)

The Business Impact Estimate (BIE) was published on .  
See BIE at: <https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notice/>

## **FINANCIAL INFORMATION**

\$175,000  
011-0320-000349-23-405-542-00-00-00

## **CONCLUSION**

The Administration seeks to provide the Committee with an update of the senior congregate meal site's reinstatement at the South Shore Community Center.

**Applicable Area**

South Beach

**Is this a “Residents Right to Know” item,  
pursuant to City Code Section 2-17?**

No

**Is this item related to a G.O. Bond  
Project?**

No

**Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481,  
includes a principal engaged in lobbying?** No

If so, specify the name of lobbyist(s) and principal(s):

**Department**

Housing and Community Services

**Sponsor(s)**

**Co-sponsor(s)**

**Condensed Title**

DISCUSS SENIOR MEAL SITE PROGRAMMING AT SOUTH SHORE COMMUNITY CENTER.

R9 Z DISCUSS SENIOR MEAL SITE PROGRAMMING AT SOUTH SHORE COMMUNITY CENTER.

Applicable Area:



**COMMISSION MEMORANDUM**

TO: Honorable Mayor and Members of the City Commission  
FROM: Eric Carpenter, City Manager  
DATE: October 30, 2024  
TITLE: DISCUSS SENIOR MEAL SITE PROGRAMMING AT SOUTH SHORE COMMUNITY CENTER.

**RECOMMENDATION**

The Administration seeks to provide an update on the efforts to reinstitute a congregate meal site for seniors at the South Shore Community Center.

**BACKGROUND/HISTORY**

According to the Department of Elder Affairs, approximately 64 congregate meal sites offer thousands of meals daily to older residents in Miami-Dade. Congregate meal site programs deliver nutritionally balanced meals, nutrition education, and risk screening for individuals aged 60 and over and their spouses.

Congregate meal sites programs also promote social interaction and enhances health through disease prevention and health promotion activities. In some areas, nutrition counseling may also be available. Meals are designed to meet nutritional standards by following the Dietary Guidelines for Americans and providing at least one-third of the Dietary Reference Intakes. Congregate meal site programs are generally funded through the federal Older Americans Act (OAA), participant donations, and local contributions.

On June 26, 2024, the Mayor and City Commission (City Commission) heard item R7 G in conjunction with items R7 F and R7 H. Commissioner Rosen Gonzalez asked to defer the discussion of item R7 G to the September 11, 2024, Commission meeting for additional consideration.

On September 11, 2024, the City Commission approved Resolution No. 2024-33271, directing the City Administration to develop a plan for re-opening the senior meal site program at the South Shore Community Center, and to provide an update to the City Commission at the October 30, 2024, meeting. Additionally, Item C4K issued a referral to the Finance and Economic Resiliency Committee (FERC) to discuss programming at the South Shore Community Center.

On September 13, 2024, a Sunshine meeting was held at the South Shore Community Center to conduct a walk-through of the facility, in an effort to explore possible programming.

On September 16, 2024, the City Commission discussed a one-time expenditure enhancement for FY 25 in the amount of \$175,000, to reinstate the Senior Meal Site programming at the South Shore Community Center.

On September 25, 2024, the Mayor and City Commission adopted Resolution No. 2024-33294, adopting the final budgets for the General, G.O. Debt Service, City Center RDA Ad Valorem Taxes, North Beach CRA Ad Valorem Taxes, Enterprise, Internal Service and Special Revenue Funds for Fiscal Year 2025.

## **ANALYSIS**

Currently, there are four (4) elderly congregate meal sites operated by non-profit providers throughout Miami Beach:

- Rebecca Towers (operated by Little Havana Activities and Nutrition Center), 150 Alton Road
- Diener Jewish Community Services Family Center (operated by Jewish Community Services, serves Kosher meals) 610 Espanola Way
- Unidad of Miami Beach, Inc. (operated by Unidad) 7251 Collins Avenue
- Stella Maris (operated by Little Havana Activities and Nutrition Center), 8648 Harding Avenue

A fifth meal site, located at 533 Collins Avenue and operated by Little Havana Activities and Nutrition Center, is scheduled to reopen by December 31, 2024.

The Administration has contemplated a preliminary cost proposal listed below for congregate meal site programming for 50 seniors that would receive meals Monday-Friday (holiday meals would also be included and distributed to participants prior to the holiday).

| <b>South Shore Senior Meal Site Proposal</b> |   |                   |
|--|---|-------------------|
| <b>Cost Category</b>                         | <b>Calculation</b>                          | <b>Total Cost</b> |
| <b>Meals</b>                                 | 50 seniors × \$6.50/meal × 253 working days | <b>\$82,225</b>   |
| <b>Advertising</b>                           | Estimate                                    | <b>\$5,000</b>    |
| <b>Salaries and Fringe</b>                   | Estimate                                    | <b>\$40,000</b>   |
| <b>Programming/Events</b>                    | Estimate                                    | <b>\$7,500</b>    |
| <b>Utilities</b>                             | Estimate                                    | <b>\$7,500</b>    |
| <b>Insurance</b>                             | Estimate                                    | <b>\$7,500</b>    |
| <b>Unallocated/Contingency</b>               | Equipment Repair or Maintenance             | <b>\$25,000</b>   |
| <b>Total Costs</b>                           | Sum of all costs                            | <b>\$174,725</b>  |

The Administration suggests issuing a Request for Proposals (RFP) to attract experienced vendors who can provide a cost analysis and service plan aimed at maximizing the City's budget while serving as many seniors as possible.

It is also important to note that to accommodate 50 seniors in the existing facility, some minor improvements will be necessary, although the cost for these upgrades is yet to be determined.

Listed below is a proposed timeline for reinstating the senior/congregate meal site programming:

- **FERC Discussion:** November 8, 2024
- **Commission Approval for RFP Issuance:** January 2025
- **RFP Issuance:** January/February 2025
- **RFP Closing Date:** February/March 2025
- **Commission Award:** April/May 2025
- **Contract Negotiation:** May 2025

The Administration will provide the Commission with an update after the FERC discussion.

### **FISCAL IMPACT STATEMENT**

\$175,000

**Does this Ordinance require a Business Impact Estimate?** N/A  
(FOR ORDINANCES ONLY)

If applicable, the Business Impact Estimate (BIE) was published on:  
See BIE at: <https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notices/>

### **FINANCIAL INFORMATION**

\$175,000

011-0320-000349-23-405-542-00-00-00

### **CONCLUSION**

The Administration seeks to discuss the reinstatement of a congregate meal site at the South Shore Community Center.

### **Applicable Area**

South Beach

**Is this a "Residents Right to Know" item, pursuant to City Code Section 2-17?**

No

**Is this item related to a G.O. Bond Project?**

No

**Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481, includes a principal engaged in lobbying?** No

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Discuss Senior Meal Site Programming at South Shore Community Ctr. HCS