

City of Port St. Lucie

Special City Council

Meeting Minutes

121 SW Port St. Lucie
Blvd.
Port St. Lucie, Florida
34984

Shannon M. Martin, Mayor

Jolien Caraballo, Vice Mayor, District IV
Stephanie Morgan, Councilwoman, District I
Dave Pickett, Councilman, District II
Anthony Bonna, Councilman, District III

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Tuesday, January 17, 2023

9:30 AM

Council Chambers, City Hall

1. Meeting Called to Order

A Special Meeting of the City Council of the City of Port St. Lucie was called to order by Mayor Martin on January 17, 2023, at 9:30 AM, at Port St. Lucie City Hall, 121 SW Port St. Lucie Boulevard, Port St. Lucie, FL.

2. Roll Call

Council Members Present:

Mayor Shannon M. Martin
Vice Mayor Jolien Caraballo
Councilwoman Stephanie Morgan
Councilman Dave Pickett
Councilman Anthony Bonna

3. Pledge of Allegiance

Mayor Martin led the assembly in reciting the Pledge of Allegiance.

4. Public to be Heard

Mayor Martin opened Public to be Heard. There being no comments, she closed Public to be Heard.

5. Special Presentations

5.a Presentation of MultiModal Plan Collector Roads Speed Limit
Analysis

[2023-063](#)

Mary Savage-Dunham, Planning and Zoning Director, indicated staff from Planning, Public Works, and the Police Department partnered with Kimley-Horn and Associates, Inc., for the Multimodal Plan Collector

Roads Speed Limit Analysis.

Stewart Robertson, Kimley-Horn, provided a PowerPoint presentation on the study and discussed the data collected, results, and supplemental considerations for six collector roads within the City: SE Grand Drive, SW Rosser Boulevard, SE Whitmore Drive, SW South Macedo Boulevard, SW/SE Lakehurst Drive, and SE Sandia Drive. He summarized the speed limit reduction recommendations for each road as well as the traffic calming suggestions for SW Rosser Boulevard and SE Sandia Drive. Mr. Robertson ended his presentation with a review of the conclusions and next steps.

Mr. Robertson responded to Council's questions at this time. Councilwoman Morgan stated she would like the reduced speed limit of 25 mph extended along SE Whitmore Drive from Airoso Boulevard to Bayshore Boulevard. Mayor Martin agreed.

Vice Mayor Caraballo inquired about the streets chosen for the study, updating the Speed Zoning Manual, and asked that sidewalks and bicycle lanes be looked at with the traffic calming. Mr. Robertson stated the streets were chosen based on the Comprehensive Plan, no updates were anticipated for the manual, and that sidewalks as well as bicycle routes were a part of the study and recommendations related to multimodal accommodations were in the report.

Councilman Pickett asked if current efforts to reduce speed in the City were working. Chief Bolduc stated he thought the efforts were working, but that an analysis could be done. He noted speeding issues on Commerce Drive, to which Vice Mayor Caraballo suggested traffic calming for that area.

Mayor Martin stated Rosser Boulevard is very busy and might be too narrow for traffic calming. She indicated Import Drive was heavily traveled and complaints have been received regarding speeding. She said she would get with staff on the analysis for this road. Mr. Robertson explained if a street does not meet the criteria for speed limit reduction that does not mean there is not a speeding problem.

There being no further discussion, Vice Mayor Caraballo moved to approve the Multimodal Plan Collector Roads Speed Limit Analysis and to extend the reduced speed limit along SE Whitmore Drive. Councilwoman Morgan seconded the motion, which passed

unanimously by voice vote.

5.b Presentation of the Munis Contracts Module

[2023-053](#)

City Manager Blackburn explained many efforts have been made to raise awareness of the multi-year contracts and the associated responsibilities created by these contracts. He indicated staff has been implementing a module in the Munis system to help manage such efforts.

Bryan Pankhurst, Finance Executive Project Manager, provided a PowerPoint presentation on the Munis Contracts Module. He provided a brief history on how contracts have been managed by the City over the last ten years. Mr. Pankhurst stated the team conducted a SWAT analysis and implemented the contracts module in 2022. He discussed the new centralized process that takes place within Munis as well as the types of contracts that will be entered into the system. Mr. Pankhurst reviewed the workflow approval process for requisitions within the contracts module as well as the procurement life cycle within the procurement module. He also explained how the alert feature is utilized for renewals, milestones, etc. Mr. Pankhurst concluded his presentation by highlighting the team's accomplishments.

City Manager Blackburn explained the contracts module would also monitor and alert for agreements and other documents, such as the sales tax referendum. Mr. Pankhurst indicated the alerts are pooled by department to ensure the notifications are seen if people move on or advance to a different position. He added that Shelby Dolan, Procurement Contracts Manager, will be overseeing the system, running analytics, reaching out to those responsible, etc.

Vice Mayor Caraballo inquired about renewals, Demand Star, and the timeline for a requisition to move through the approval process. Ms. Dolan explained each approver has a two-day window, and she follows up if there is no movement. Vice Mayor Caraballo stated that after year one she would like to know the average time it takes for a requisition to be approved. Ms. Dolan explained the standard time-frame for renewals has four different milestones of alerts as far out as 120 days, which can be extended as needed. Ms. Dolan stated the bids module will be in-house and there will be a transition period for it take over what Demand Star does now.

Councilwoman Morgan questioned tracking and researching for liquidated damages as well as damages that have been caused on the

job, such as broken water mains. Ms. Dolan stated the liquidated damages are identified in the written contract, but the contracts module will track payment and retainage.

Mayor Martin stated she wanted to ensure the invoices and pricing coming in are within the limits of the contracts. Mr. Pankhurst explained the invoices, P-cards, etc., are being paid and processed through the system. He stated the different modules reference the contract number, so the system liquidates from the contract and keeps the history of the contract in a centralized location.

5.c Hear a Presentation on the #IAMPSL Citizen Summit

[2023-065](#)

Sarah Prohaska and Kate Parmelee provided a PowerPoint presentation on the upcoming #IAMPSL Citizen Summit that will be held on Saturday, February 18, 2023. They reviewed the Resident-Driven Strategic Planning Process, History of the #IAMPSL Citizen Summit, 2021 and 2022 Pivot due to Covid-19, and Challenges for 2023. They also discussed the opportunities for citizens and the various booths that will be collecting and providing information at the Summit. Ms. Prohaska and Ms. Parmelee indicated Council will receive a report at their Winter Workshop in February 2023 of the data collected from the Citizen Survey and Citizen Summit.

Vice Mayor Caraballo suggested having the NICE Program take the best booths to the neighborhood parks for quarterly mini Summits. She also inquired as to what they will do when the Citizen Summit outgrows its current location. Mayor Martin stated that Council first needed to have a discussion at their Winter Workshop regarding the Nice Program versus Keep Port St. Lucie Beautiful.

Ms. Prohaska indicated they just hired an Engagement Manager who is working closely with them on the Citizen Summit and with the NICE Program. Ms. Prohaska stated they are trying to intersperse Citizen Summit ideas throughout the year and are currently looking at the Open Table platform. Ms. Parmelee indicated they are also working with focus groups, as the program is always evolving.

5.d Presentation of the Public Engagement with City Budget via Balancing Act

[2023-062](#)

Caroline Sturgis, Director of OMB, provided a PowerPoint presentation on Balancing Act and how it will enhance the City's public engagement strategy throughout the budget development process. She reviewed the current process and discussed the future process utilizing the

Balancing Act solutions/tools: Taxpayer Receipt, Prioritize, and Budget Simulation. Ms. Sturgis ended her presentation by reviewing the team's accomplishments and next steps. She indicated the Taxpayer Receipt tool was launched in December 2022.

Mayor Martin stated she was concerned with the Taxpayer Receipt tool showing dollar amounts without an explanation. She suggested including explanations with resident and Council perspectives in mind. City Manager Blackburn recommended staff bring back some examples at a later date.

Councilman Pickett stated the residents need to understand the Budget Simulator is just a simulator. Councilman Bonna suggested using the simulator in a meeting format to educate residents on the budget and not posting it on the City's website. He stated he likes the Taxpayer Receipt tool. Vice Mayor Caraballo stated she would like to see the simulator in action and suggested an activity workshop. She said the receipt tool should be used once Council is comfortable with it. Councilwoman Morgan liked the transparency of the Taxpayer Receipt tool, but stated it needs to identify what the funds were used for and not the mission statement.

Mayor Martin stated the right information needs to be posted. She explained she would have liked to have seen the Taxpayer Receipt tool before it was put in place, so it would have been done right the first time. Mayor Martin expressed her frustration with not having one-on-one's regarding this and following through with the normal process. City Manager Blackburn stated staff will pause the Taxpayer Receipt tool and update it.

Council consensus was to pause the Taxpayer Receipt tool until it has been tested by Council, updated with more detailed information, and all concerns have been addressed. Ms. Sturgis thanked Council for their feedback and stated staff will follow Council's direction.

(Clerk's Note: Mayor Martin called for a recess at 11:05 AM and the meeting resumed at 11:17 AM.)

6. New Business

6.a SW Cashmere Boulevard Median Opening Update

[2023-001](#)

(Clerk's Note: This item was heard after Item 6.b.)

Joseph DeFronzo, Public Works, provided a PowerPoint presentation updating the Council on the SW Cashmere Boulevard median opening. He reviewed the background as well as discussed the access, safety concerns, St. Lucie West Boulevard traffic signal, and Cashmere Ventures office/retail. He showed the existing intersection with full access and no restrictions, noting there were 37 reported crashes from June 2017 through December 2022. He also showed Council the intersection with the recommended restricted access with a bidirectional island on SW Cashmere Boulevard.

Mr. DeFronzo responded to Council's questions and comments at this time. Councilwoman Morgan stated she was concerned about exiting Walmart and making a U-turn to go north on SW Cashmere Boulevard as well as making a U-turn to go west on SLW Blvd. She said she would like to make some suggestions to Public Works. Mayor Martin asked if all options were considered, as she wants them to look at the big picture into the future. She stated she does not want to use delineators as a temporary solution, as they already have the data. Vice Mayor Caraballo stated she supported the restricted access but stated the traffic may go into the next plaza to make the left turn. She said she also supported further funding to address this issue as a whole. Vice Mayor Caraballo stated she was not opposed to a temporary solution if it was for a finite period of time to collect data. Councilman Pickett stated he was for limited access without creating another problem.

Council and staff discussed the potential for a roundabout, and Council direction was for Public Works to look into a roundabout on Cashmere Boulevard.

- 6.b** Discuss and Provide Direction on Traffic Calming Projects
Proposed for Abingdon Avenue, Sunglow Street, Idol Avenue
and Milner Drive.

[2023-064](#)

(Clerk's Note: This item was heard after Item 5.d.)

Frank Knott, Public Works, presented a PowerPoint presentation on the Traffic Calming Projects Proposed for Abingdon Avenue, Sunglow Street, Idol Avenue, and Milner Drive. He reviewed the objectives and stated staff was looking for Council direction. He provided the status of the projects and noted the estimates have come in over budget. Mr. Knott also explained and discussed the ballots received for each project.

Mayor Martin stated she was in support of Idol Avenue due to the safety issues, even if the data does not support it. Councilman Bonna indicated he would support it as well.

Councilwoman Morgan stated she would be going door-to-door in support of Omega Road, as it may be a potential cut-through. Councilmen Pickett and Bonna were also in favor of including Omega Road.

Vice Mayor Caraballo questioned the budget and shared her concerns regarding Omega Road. Mr. Knott explained there were no approved traffic calming projects for next year as of yet, so one project could be rolled over to next year. He indicated construction would take approximately one month for each project.

Mr. Knott indicated sidewalks were currently going in on Import Drive and that both Commerce Center Drive and Rosser Boulevard have sidewalks. Mayor Martin noted the weeds growing out of the sidewalk on Rosser going towards Paar Drive need to be taken care of. Mr. Knott stated Milner Drive and Abingdon Avenue will have sidewalks this year.

Public to be Heard:

1. David Tibauda, 957 Idol Avenue, stated he spearheaded the petition two years ago and was able to get at least 60 signatures, but it depends on when the studies are done.
2. Paul Strickland, 973 Idol Avenue, stated he was in favor of the traffic calming. He explained the busses stop in front of his house and the cars speed around them almost hitting the kids. He indicated he gave Councilman Bonna a letter from a neighbor. Mayor Martin acknowledged receiving the letter and stated it will be entered into the record.

There being no further discussion, Councilwoman Morgan moved to approve the Traffic Calming Projects with the inclusion of Idol Avenue and Milner Drive/Omega Road. Vice Mayor Caraballo seconded the motion, which passed unanimously my voice vote.

6.c Discussion on Council Rules

[2023-077](#)

(Clerk's Note: This item was heard after Item 6.a.)

City Attorney James Stokes indicated the Charter states the Council Rules need to be renewed after the installation of each new Council. He stated he met with each Council member to discuss any recommended changes. He explained he is bringing the matter forward for clarification and consensus, and will present the final document to Council at their January 23, 2023, meeting.

City Attorney Stokes reviewed the document in Council's packet regarding Council Meeting Rules. The Council members expressed their suggestions and concerns for each section of the rules in question, with staff providing their comments.

Councilman Bonna inquired about the issue of removing those serving on the Boards & Committees. City Attorney Stokes stated that was part of the Charter Amendment where Council would take control of the Boards & Committees. He indicated Legal was working on that process and would be bringing it back to Council.

Council consensus was to change Special Meetings to Workshop Meetings where final action can be taken, get citizen feedback regarding the time when meetings should be held, authorize the Mayor to request a roll call vote when needed, include language that any reconsideration shall be voiced by the Council member by the next Regular Council Meeting, make any emailed comments from the public part of the record and state same on the City's website, and not list the Boards & Committees in the Council Rules.

6. Adjourn

There being no further business, the meeting was adjourned at 1:12 PM.

Sally Walsh, City Clerk

Traci Mehl, Deputy City Clerk