

City of Port St. Lucie

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



Meeting Agenda

Wednesday, June 25, 2025

1:30 PM

Room 366, City Hall

Citizen's Advisory Committee

Lynette Lockwood, Chair

Michael Bernard, Vice Chair

Raymond Pezzi, Member

Christy Romano, Member

Melony Zaravelis, Member

Ingrid Sarmiento, Member

James Abbott, Member

Harry Williams, Alternate

Gabby Rothman, Alternate

1. Call to Order**2. Roll Call****3. Determination of Quorum****4. Approval of Minutes**

- 4.a** May 21, 2025 Citizen's Advisory Committee Meeting Minutes. [2025-596](#)

5. Public to be Heard**6. New Business**

- 6.a** Oath of Office for the Citizens Advisory Committee (CAC) [2025-265](#)

- 6.b** Fitness Center User Fee Study. [2025-597](#)

7. Unfinished Business

- 7.a** Update on Committee Member Questions from the May 21, 2025 Meeting [2025-599](#)

8. Adjourn

Notice: No stenographic record by a certified court reporter will be made of the foregoing meeting. Accordingly, any person who may seek to appeal a decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at said meeting upon which any appeal is to be based.

Notice: In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation to participate in this proceeding should contact the City Clerk's office at (772) 871-5157 for assistance.

As a courtesy to the people recording the meeting, please put your cell phone on silent.



Agenda Summary

2025-596

Agenda Date: 6/25/2025

Agenda Item No.: 4.a

Placement: Minutes

Action Requested: Motion / Vote

May 21, 2025 Citizen's Advisory Committee Meeting Minutes.

Submitted By: Jasmin Padova, Executive Assistant.

Executive Summary: May 21, 2025, meeting minutes.

Presentation Information: N/A.

Staff Recommendation: Move that the Committee review and approve the May 21, 2025, meeting minutes.

Alternate Recommendations:

1. Move the Committee amend the recommendation and approve the meeting minutes.
2. Move that the Committee not approve the minutes and provide staff direction.

Attachments: May 21, 2024, minutes.

NOTE: All of the listed items in the "Attachment" section above are in the custody of the City Clerk. Any item(s) not provided in City Council packets are available upon request from the City Clerk.

City of Port St. Lucie
Citizen's Advisory Committee
Meeting Minutes - Draft

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

Lynette Lockwood, Chair
Michael Bernard, Vice Chair
Raymond Pezzi, Member
Christy Romano, Member
Melony Zaravelis, Member
Ingrid Sarmiento, Member
James Abbott, Member
Harry Williams, Alternate

CAC

Wednesday, May 21, 2025	1:30 PM	Room 366, City Hall
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1. Call to Order

A Regular Meeting of the CITIZEN'S ADVISORY COMMITTEE of the City of Port St. Lucie was called to order by Chair Lockwood on May 21, 2025, at 1:30 p.m., at Port St. Lucie City Hall, Room 366, 121 Port St. Lucie Boulevard, Port St. Lucie, Florida.

2. Roll Call

Members Present:

Chair Lockwood

Vice Chair Bernard (Arrived at 1:39 PM)

Mr. Pezzi

Ms. Romano

Ms. Zaravelis

Ms. Sarmiento

Mr. Abbott

Members Not Present:

Mr. Williams, Alternate

3. Determination of Quorum

Chair Lockwood determined there was a quorum.

4. Approval of Minutes

4.a March 19, 2025 Citizen's Advisory Committee Meeting
Minutes.

[2025-455](#)

There being no discussion, Committee Member Sarmiento moved to approve the minutes from March 19, 2025, CAC Meeting minutes.

Committee Member Romano seconded the motion, which passed unanimously by voice vote.

5. Public to be Heard

Gaby Rothman stated she was present as an observer and looked forward to being an alternate in the Committee

6. New Business

6.a Oath of Office for the Citizens Advisory Committee (CAC)

[2025-265](#)

Alternate Member Harry Williams was not present.

There being no discussion, Committee Member Sarmiento moved to table this item to the next CAC Meeting. Committee Member Zaravelis seconded the motion, which passed unanimously by voice vote.

6.b Budget (Capital Improvement Plan) Update

[2025-456](#)

Caroline Sturgis, Office of Management and Budget Director, provided an overview to the Committee on City's Budget Update and Goal 1. (Clerk's Note: A PowerPoint Presentation was shown at this time.)

Deputy City Manager Kate Parmelee shared that Congressman Mast provided a \$2 million appropriation for the Port St. Lucie Boulevard. She explained that the appropriation allowed the City to accelerate the project.

Vice Chair Bernard inquired how the City approves or determines the common projects and traffic signals. Executive Assistant Padova advised that Public Works staff were not available for today's meeting but would provide an answer to the Committee before the next meeting. Vice Chair Bernard expressed concern over the number of traffic circles being installed. He also inquired if anything was being done regarding the Floresta turning lane through Crosstown Parkway. Chair Lockwood expressed concern over the semi-truck traffic from Southbend to Becker Rd. Executive Assistant Padova stated she would invite Tom Salvador or Colt Schwerdt from Public Works to attend the next meeting.

Deputy City Manager Parmelee gave an update on the CIP for Goal 2 to the Committee.

Stephen Okiye, Finance Director, and Director Sturgis discussed the MidFlorida Event Center expansion project and finances.

Chair Lockwood inquired about the increase in revenue in the City's Mobility Fees, to which Director Sturgis provided an update regarding the various projects being supported by the Mobility Fees throughout the City.

Committee Member Abbott asked where he could find out more information regarding the Traffic Signal conversions and the Mobility Traffic Program, to which Director Sturgis indicated the proposed budget book would be published on the City's website, and each project has an information sheet. She advised that, in addition to the published budget book, the Public Works Department would be invited to provide an update to the Committee at the next meeting.

Vice Chair Bernard questioned which department oversaw the synchronization of the streetlights, to which Executive Assistant Jasmin Padova responded that she would include the question so Public Works could provide an update.

Committee Member Pezzi inquired if the Public Works Department assesses the completed project, to which Deputy City Manager Parmelee responded in the affirmative. He suggested that the Public Works Department review the project at Crosstown and Village Parkway, noting an issue at the Publix intersection where the road narrows from three lanes to two. Committee Member Pezzi observed that traffic backs up as cars attempt to turn into the nearby gas station or further down the road, and he voiced concern about the potential for a serious accident in the area.

Director Sturgis and Assistant Director for Utilities John Eason continued to provide the CIP update for Goal 4 relating to converting Commercial Properties from septic to sewer.

Director Sturgis continued the presentation with Goals 5, 6, and 7 CIP Projects.

Committee Member Pezzi thanked the staff for the presentation provided.

Chair Lockwood asked if the City was improving on completed projects after each CIP Plan, to which Director Sturgis indicated she would have to run an analysis, but noted that based on her observations, demands were increasing. She noted the cycle of the projects: requests are made, consideration of what can be afforded by the City, what the City Council approves based on the adoption of the budget, and what departments can advance. She stated that ultimately, she can see various projects come back to her as they go through the procurement process.

Chair Lockwood thanked the staff for the presentation provided.

7. Unfinished Business

Director Okiye shared that the City would be providing an analysis of their Park fees. He stated that at the next meeting, the consultant for the City would be

providing the Committee with a brief overview. Director Okiye advised that, in addition, they would have Public Works staff present to provide answers to the Committee's questions.

Charlie Proulx, Deputy Director for the Finance Department, indicated the premise of the discussion would be around the User Fees for the City, in preparation for potential revenue from legislation and the increase of rising costs due to inflation. He stated the conversation would be on cost recovery for the City relating to the City's facility/services uses.

8. Adjourn

There being no further discussion, the meeting was adjourned at 3:24 PM.

Lynette Lockwood, Chair

Daisy Ruiz, Deputy City Clerk



Agenda Summary

2025-265

Agenda Date: 6/25/2025

Agenda Item No.: 6.a

Placement: New Business

Action Requested: Discussion

Oath of Office for the Citizens Advisory Committee (CAC)

Submitted By: Jasmin Padova, Committee Liaison.

Executive Summary: In order to conduct business on behalf of the Port St. Lucie City Council, new members being appointed shall be required to take the Oath of Office prior to conducting formal business.

Presentation Information: The City Clerk shall issue the Oath of Office for Harry Williams and Gabby Rothman.

Staff Recommendation: N/A

Attachments: N/A



Agenda Summary

2025-597

Agenda Date: 6/25/2025

Agenda Item No.: 6.b

Placement: New Business

Action Requested: Discussion

Fitness Center User Fee Study.

Submitted By: Jasmin Padova, Executive Assistant

Executive Summary: MGT Director Parul Patel and Manager Alan Parks will present on the User Fee Study.

Presentation Information: Charlie Proulx will provide a brief introduction which will be followed by the consultant's presentation.

Staff Recommendation: Move that the Committee review the presentation.

Alternate Recommendations:

1. Move that the Committee amend the recommendation and review the presentation.
2. Move that the Committee provide staff direction

Attachments: MGT slide desk

NOTE: All of the listed items in the "Attachment" section above are in the custody of the City Clerk. Any item(s) not provided in City Council packets are available upon request from the City Clerk.

MGT

Parks and Recreation: Fitness Center User Fee Study *(Preliminary Results)*

City of Port St. Lucie, FL

June 2025





Agenda

1. Introduction
2. Background/Project History
3. Scope of Work
4. Study Process & Methodology
5. Preliminary Findings/Recommendations

With you here today from MGT



Diana Hancock
Manager

Areas of Expertise:

- User Fee Studies
- Mandated Costs (SB 90)
- Cost Allocation Plans
- Indirect Cost Plans (ICR)
- Management Consulting



Parul Patel
Director

Areas of Expertise:

- User Fee Studies
- Cost Allocation Plans
- Indirect Cost Plans (ICR)
- Management Consulting
- Audit Negotiations



Trevor Zagara
Consultant

Areas of Expertise:

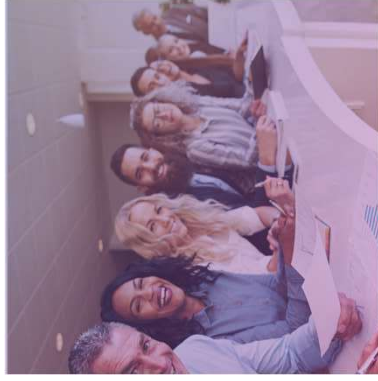
- User Fee Studies
- Mandated Costs (SB 90)
- Cost Allocation Plans
- Management and Organizational Studies

Nationally-recognized. Locally-focused

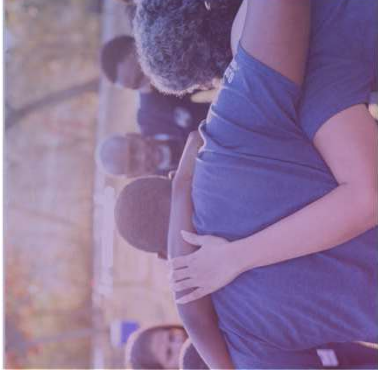
Accelerating Social Impact and Improving Performance



Technology, finance,
human capital,
performance &
education solutions in
one provider



Over 1,000 staff
across the US with our
Headquarters located
in Florida



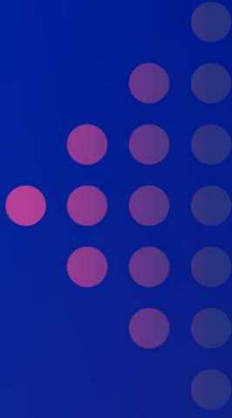
Performance & social
impact leader for SLED



Past partnerships
on more than 30,000
engagements

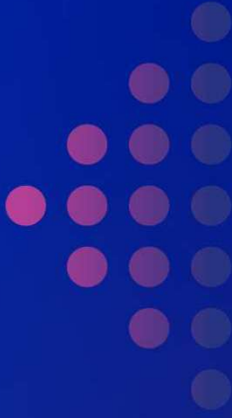


SCOPE OF SERVICES



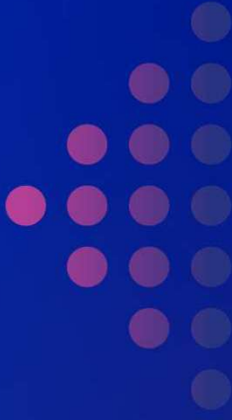
- Identify opportunities for changes in the fee structure
- Calculate the full cost of providing user fees
- Develop revenue projections based on various levels of cost recovery
- Perform a comparative survey for select fees

What is Total Cost?



- Direct Costs - Employee salaries, department budget, direct materials
- Indirect Costs - Administrative overhead
- Cross-departmental support
- Future and current technology and/or infrastructure maintenance and improvements

STUDY METHODOLOGY



- Identify all direct staff time spent on the fee related activities or services
- Calculate direct cost of the staff for each fee using productive hourly rates
- Determine administrative or “overhead” costs (department)
- Compare total costs to the current fee schedule

STUDY FINDINGS – USER FEES



City of Port St. Lucie User Fee Cost & Revenue Analysis FY 2025

User Fee Department	Current				Recommended		
	Full Cost User Fee Services	Current Revenue	Current Subsidy	Cost Recovery Policy	Increased Revenue		
PERSONAL TRAINING	\$ 10,540	\$ 2,397 23%	\$ 8,143 77%	\$ 10,540 100%	\$ 8,143		
FITNESS MEMBERS	\$ 670,489	\$ 343,232 51%	\$ 327,256 49%	\$ 670,489 100%	\$ 327,256		
FITNESS CENTER PROGRAMS (Boxing)	\$ 25,087	\$ 9,818 39%	\$ 15,269 61%	\$ 25,087 100%	\$ 15,269		
FITNESS DROP-INS / Day-passes	\$ 77,882	\$ 48,459 62%	\$ 29,423 38%	\$ 77,882 100%	\$ 29,423		
Totals:	\$ 783,998	\$ 403,906 52%	\$ 380,091 48%	\$ 783,998 100%	\$ 380,091		

STUDY FINDINGS – USER FEES



City of Port St. Lucie
User Fee Cost & Revenue Analysis - Rates @ 80%
FY 2025

User Fee Department	Current		Recommended	
	Current Revenue	Current Rates	Revenue @ 80% Recovery	Rates (@80%)
PERSONAL TRAINING	\$ 2,397	\$ 105	\$ 8,432	\$ 369.35
FITNESS MEMBERS	\$ 343,232	\$ 33	\$ 536,391	\$ 51.57
FITNESS CENTER PROGRAMS (Boxing)	\$ 9,818	\$ 50	\$ 20,069	\$ 102.21
FITNESS DROP-INS / Day-passes	\$ 48,459	\$ 5	\$ 62,306	\$ 6.43
Totals:	\$ 403,906	\$ 193	\$ 627,198	\$ 530

MGT

Thank you



Agenda Summary

2025-599

Agenda Date: 6/25/2025

Agenda Item No.: 7.a

Placement: Unfinished Business

Action Requested: Discussion

Update on Committee Member Questions from the May 21, 2025 Meeting

Submitted By: Jasmin Padova, Executive Assistant

Executive Summary: Staff from Public Works have reviewed the May 21, meeting minutes and are prepared to answer the questions brought up by the members.

Presentation Information: N/A

Staff Recommendation: N/A

Alternate Recommendations: N/A

Attachments: N/A

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