

City of Port St. Lucie

Citizen's Advisory Committee

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

Meeting Minutes - Final

Michael Bernard, Chair
Lynette Lockwood, Vice Chair
Jack Jennings, Chair Pro-Tem
Raymond Pezzi, Member
Christy Romano, Member
Melony Zaravelis, Member
Ingrid Sarmiento, Member
James Abbott, Alternate Member
Danielle Eber, Alternate Member

CAC

Wednesday, May 22, 2024

1:30 PM

Room 366, City Hall

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 Assistant City Manager David Graham on May 22, 2024, 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:

Michael Bernard, Chair
Lynette Lockwood, Vice Chair
Raymond Pezzi
Jack Jennings (left at 3:18 p.m.)
Melony Zaravelis
James Abbott, Alternate
Danielle Eber, Alternate

Members Not Present:

Christy Romano
Ingrid Sarmiento

3. Determination of Quorum

Chair Bernard determined there was a quorum.

4. Approval of Minutes

4.a March 27, 2024 Citizen's Advisory Committee Meeting
Minutes.

[2024-372](#)

There being no discussion, Committee Member Jennings moved to approve the minutes from March 27, 2024 and April 17, 2024 CAC Meeting Minutes. Vice Chair Lockwood seconded the motion, which passed unanimously by voice vote.

4.b April 17, 2024 Citizen's Advisory Committee Meeting Minutes.

[2024-421](#)

There being no discussion, Committee Member Jennings moved to approve the minutes from March 27, 2024 and April 17, 2024 CAC Meeting Minutes. Vice Chair Lockwood seconded the motion, which passed unanimously by voice vote.

5. Public to be Heard

No one signed up to speak under this portion of the agenda.

6. New Business

6.a Review the FY2025-2029 Proposed Capital Improvement Program (CIP)

[2024-473](#)

Caroline Sturgis, Director of the Office of Management and Budget, provided an overview of the Fiscal Year 2025-2029 Proposed Capital Improvement Program (CIP). (Clerk's Note: A PowerPoint Presentation was shown at this time.)

Committee Member Abbott inquired about the Traffic Signal Conversions, to which Director Sturgis explained the City would follow up with a detailed Public Works project description to Mr. Abbott.

Vice Chair Lockwood advised that the City had a project tracker available online and inquired if these projects would be listed and updated on the City's website, to which Director Sturgis responded in the affirmative. Chair Bernard asked if the leaks at the MidFlorida Event Center Parking Garage had been resolved, to which Assistant City Manager David Graham responded in the affirmative and provided an update. Chair Bernard stated that he noticed on Paar and Savona there was only one street name sign and inquired if adding a street sign on all four sides was part of the improvement previously mentioned within the CIP, to which Director Sturgis advised that would be determined by the department handling the road improvement. She advised that they would notify the Public Works Department to have them respond. Assistant City Manager Graham suggested possibly having Public Works present their future CIP improvement projects to the Committee. Chair Bernard discussed the half-cent sales tax and asked about annexation to the City. Jasmin Padova, City Manager's Office Executive Assistant, advised that the Planning and Zoning Department was currently amid a study and noted

she would provide the Committee with an update.

Committee Member Jennings congratulated Director Sturgis for the presentation she gave to the Committee. He inquired if there was a place where he would be able to obtain additional details for the Water Quality at the North Fork. Committee Member Jennings also asked if there was oversight on the timeliness of projects being completed within the City. Director Sturgis indicated that her presentation was meant to be less detailed and would be able to provide the Committee with the presentation from City Council's April 15th meeting and could provide Committee Member Jennings with a copy of the CIP Booklet that is specific to the Water Quality Projects located on the North Fork of the river. Director Sturgis indicated that in the City Manager's Office there is a Deputy City Manager who is overseeing the City's Strategic Initiatives and Innovations, and she supports the City Council, City Manager and the City's Strategic Plan. She explained that there were quarterly meetings held and facilitated by Kate Parmalee. Assistant City Manager Graham indicated that the concerns vocalized by Committee Member Jennings were dealt with in the Planning and Zoning Department and Public Works. He added that those departments were overseen by Teresa Lamar-Sarno, Assistant City Manager. Committee Member Jennings discussed the City's past moratorium.

Deputy City Attorney Carly Fabien discussed the settlement agreement as it related to the MidFlorida Event Center Parking Garage.

6.b Business Tax Compliance

[2024-471](#)

Yvonne White-Grayson, Business Tax Manager, provided an overview to the Committee on Business Tax Compliance. (Clerk's Note: A PowerPoint Presentation was shown at this time.)

Charlie Proulx, Deputy Director of Finance, explained that Business Tax was like a Sales Tax. Committee Member Abbott inquired what the fee was, to which Deputy Director Proulx explained it varied by business activity. Manager White-Grayson added that the fee could range from \$33 up to \$128. Committee Member Abbott asked why business owners did not pay the City Business Tax costs, to which Manager White-Grayson explained the various reasons.

Committee Member Eber inquired if there was a way to advise the Business Owner at the time they register with the State, that they would need to comply with the City's Business Tax, to which Manager White-Grayson explained that she would have to find out if that was an option for the City.

Committee Member Jennings expressed support of the idea to recommend to the City Council an additional Compliance Officer for Business Tax. Chair Bernard agreed and inquired if the City had vetted that the grant recipients had paid their Business Tax with the City of Port St. Lucie and St. Lucie County. He suggested that the City include the Business Owner's Name in the Business Tax Receipt.

Committee Member Jennings moved to recommend the Approval that the City hire one (1) additional Compliance Officer for Business Tax. Chair Bernard requested that the motion be amended to reflect two (2) additional Compliance Officer for Business Tax. Under discussion, Committee Member Abbott expressed concern over the effectiveness of hiring another person to collect the unpaid Business Tax as opposed to allowing the 3rd party vendor to collect on behalf of the City, to which Deputy Director Proulx explained that the \$315,000 of unpaid Business Tax Receipts would still need to be collected and that the Third-Party Vendor would help collect the \$2.3 Million that could potentially be owed to the City, as they possess the appropriate staff and proprietary information. Deputy City Attorney Fabien clarified the difference between Business Tax Receipt and Occupational Licensing. Committee Member Eber suggested providing an incentive for Business Owners to have them pay their Business Tax Receipt with the City. Committee Member Bernard amended his motion. Committee Member Pezzi seconded the motion, which passed by voice vote with Committee Member Abbott dissenting.

6.c Custom Questions from NCS Survey [2024-472](#)

Executive Assistant Padova discussed and reported the 2024 National Community Survey results. (Clerk's Note: A Visual of this information was shared with the Committee at this time.)

6.d City Project Tracker Review [2024-474](#)

Executive Assistant Padova provided the Committee with a walk-through of the City's Project Tracker on the City's Website.

7. Unfinished Business

Executive Assistant Padova advised the Committee Members that the next meeting would be held on Wednesday, June 19, 2024 at 1:30 p.m.

8. Adjourn

There being no further discussion, the meeting was adjourned at 3:26 PM.

Michael Bernard, Chair

Daisy Ruiz, Deputy City Clerk