



**COMMUNITY REDEVELOPMENT AGENCY
BOARD OF DIRECTORS
MEETING AGENDA
Monday, May 18, 2026 at 5:30 PM
City of Gulf Breeze
1070 Shoreline Drive
Gulf Breeze, FL 32561**

1. APPROVAL OF MINUTES

- 3 - 5 A. April 6, 2026, Community Redevelopment Agency Meeting Minutes
[Community Redevelopment Agency Board Meeting - 06 Apr 2026 5:30 p.m. - Minutes - Pdf](#)

2. ACTION ITEMS

- 7 - 8 A. Authorization to Reissue the Solicitation for Chemical Lawn Treatment as an Invitation to Bid (ITB)
[Agenda Memo - Authorization to Reissue the Solicitation for Chemical Lawn Treatment as an Invitation to Bid \(ITB\) - Pdf](#)

3. NEW BUSINESS

4. PUBLIC FORUM

5. ADJOURNMENT

If any person decides to appeal any decisions made by the City Council or any City Board with respect to any matter considered at such meeting or public hearing, such person will need a record of the proceedings, and that, for such purpose, that person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeal is to be based. The public is invited to comment on matters before the City Council, City Boards or Committees upon seeking and receiving recognition from the Mayor or Chairperson. If you are a person with a disability who needs accommodation in order to participate in a public hearing you are entitled to the provision of certain assistance. Please contact the City Clerk's office at (850) 934-5115 or at 1070 Shoreline Drive, Gulf Breeze, Florida, at least 48 hours prior to the date of the public hearing.



MINUTES
Community Redevelopment Agency Board
April 6, 2026 at 5:30 PM
Gulf Breeze City Hall
1070 Shoreline Drive
Gulf Breeze, FL 32561

A meeting of the Community Redevelopment Agency Board of the City of Gulf Breeze, Florida, was held at Gulf Breeze City Hall 1070 Shoreline Drive, Gulf Breeze, FL 32561 on April 6, 2026. The meeting was called to order at 5:45 p.m.

1. ROLL CALL

COUNCIL PRESENT: Mayor JB Schluter, Mayor Pro Tem Randy Hebert, Councilwoman Amy Tavai, Councilman Tim Burr, and Councilwoman Brittany Simpson

COUNCIL ABSENT: None

2. APPROVAL OF MINUTES

A. February 2, 2026, Regular Meeting Minutes

Councilwoman Amy Tavai made a motion to approve the minutes from the February 2, 2026 Community Redevelopment Agency meeting. Mayor Pro Tem Randy Hebert seconded the motion. The vote for approval was 5 - 0 unanimous.

3. ACTION ITEMS

A. Authorization to Advertise a Request for Proposals for Turf Chemical Treatment Services

Reference: Neighborhood Services & CRA Manager memo dated March 17, 2026

Recommendation: That the City Council meet as the Community Redevelopment Agency on Monday, April 6, 2026, and authorize staff to advertise a Request for Proposals (RFP) for turf chemical treatment services within CRA-maintained areas.

The Neighborhood Services & CRA Manager Craig Chamberlin presented this item and answered questions.

Councilman Tim Burr questioned the types of chemicals, environmental impact, and potential exposure risks to children. He emphasized the need to consider varying toxicity levels of treatment methods and requested that toxicity and environmentally safer treatment approaches be included in the evaluation criteria.

Mr. Chamberlin stated that vendors are required to follow an Integrated Pest Management (IPM) plan under State of Florida regulations, which considers appropriate chemical use and application practices. He acknowledged Council's concern and agreed to incorporate toxicity and environmental impact more explicitly into the evaluation criteria, including requiring

vendors to detail treatment methods, frequency, and chemical use in their proposed plans.

Councilwoman Brittany Simpson made a motion to authorized staff to advertise a Request for Proposals (RFP) for turf chemical treatment services within CRA-maintained areas, incorporating the discussed evaluation considerations (including toxicity/environmental impact). Councilman Tim Burr seconded the motion. The vote for approval was 5 - 0 unanimous.

B. Authorization to Advertise an Invitation to Bid (ITB) for Construction of the Multi-Use Pathway Phase II Project

Reference: Neighborhood Services & CRA Manager memo dated March 17, 2026

Recommendation: The City Council meets as the Community Redevelopment Agency on Monday, April 6th, to authorize staff to advertise an Invitation to Bid (ITB) for the construction of the Multi-Use Pathway Phase II project.

The Neighborhood Services & CRA Manager Craig Chamberlin presented this item and answered questions.

Councilman Tim Burr expressed concern about the project cost (approx. \$1.17 million) relative to the segment length, questioning the overall value and whether the funds should be utilized. Additional concerns included prioritization, connectivity to US-98, and long-term benefit.

The City Manager clarified that the project aligns with prior Council direction and CRA funding requirements, with the remaining funds reallocated to this segment, as it is the most complex and costly gap. She emphasized the project as a safety improvement, noting the stormwater pond area is already heavily used by e-mobility devices and pedestrians, and the roadway alignment provides a safer, ADA-compliant route. The project also includes mobility and beautification features, such as a boardwalk-style path, separate pedestrian access, and landscaping improvements, with future extensions potentially extending east toward adjacent commercial areas.

Mayor Pro Tem Randy Hebert made a motion to authorize staff to advertise an Invitation to Bid (ITB) for the construction of the Multi-Use Pathway Phase II project. Councilwoman Brittany Simpson seconded the motion. The vote for approval was 5 - 0 unanimous.

4. **DISCUSSION ITEMS**

A. Update on the City's Shared-Use Non-Motorized (SUN) Trail Grant with FDOT

The Neighborhood Services & CRA Manager Craig Chamberlin provided an update on the FDOT Sun Trail grant, including ongoing PD&E and preliminary design for a regional multi-use path connection along US-98. FDOT is evaluating preliminary route alternatives and design options (8-ft vs. 12-ft paths), with noted right-of-way and cost impacts. Council previously committed \$678,000 as a future construction match, with additional grant funding to be pursued. Discussion included concerns regarding corridor constraints, limited right-of-way, and potential impacts to medians and adjacent properties.

No action taken. Informational purposes only.

- B. Update on the FDOT ETDM Project No. 14594, which includes Roadway Expansion from S.R. 30 (U.S. 98) from East of the Pensacola Bay Bridge to Bayshore Road

The Neighborhood Services & CRA Manager provided an update on a second FDOT PD&E study expanding from the 98/399 intersection to the full corridor through the city. FDOT has expanded the study scope to the full US-98 corridor through the City, from Pensacola Bay Bridge to Gulf Islands National Seashore, evaluating intersection improvements, potential roadway widening, and overall level of service. The National Park Service will participate as a partner in areas impacting park property. The City will participate throughout the multi-year study process. Council discussion included concerns regarding lane widths, safety, access to businesses, turning movements, and impacts to medians, landscaping, and underground utilities.

The following citizen spoke regarding this item:

- Julie Lutrell - 204 Dolphin St

5. **NEW BUSINESS**

None

6. **PUBLIC FORUM**

The following citizen(s) spoke during the public forum:

- Ed Gray, 1 Gray Oaks Lane

7. **ADJOURNMENT**

Mayor Schluter adjourned the CRA meeting at 6:25 p.m.

JB Schluter, Mayor

Leslie A. Guyer, MMC, City Clerk



Memorandum

To: Samantha D. Abell, City Manager
From: Craig Chamberlin, Neighborhood Services & CRA Manager
Thru: C. Shane Carmichael, Director of Community Services
Date: May 8, 2026
Subject: Authorization to Reissue the Solicitation for Chemical Lawn Treatment as an Invitation to Bid (ITB)

REQUEST:

That the City Council meet as the Community Redevelopment Agency on Monday, May 18, 2026, to consider authorizing staff to cancel the prior Request for Proposals (RFP) for Turf Chemical Treatment Services and reissue the solicitation as an Invitation for Bid (ITB).

BACKGROUND:

The City previously advertised an RFP for turf chemical treatment services for designated City-maintained areas, including CRA, General, and Parks and Recreation areas totaling approximately 1,018,355 square feet. The prior agenda memo identified the treatment areas as: CRA (approximately 357,181 square feet); General (approximately 74,369 square feet); and Parks and Recreation (approximately 586,805 square feet).

The RFP included a mandatory pre-proposal meeting. Although two vendors registered as plan holders through QuestCDN, no vendors attended the mandatory meeting. As a result, there were no eligible proposers, and the solicitation was canceled.

Staff has reviewed the solicitation structure and determined that the services are routine and operational in nature and can be clearly defined through specifications, performance standards,

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licensing requirements, and best management practices. Staff therefore recommend reissuing the solicitation as an Invitation to Bid (ITB) to reduce submittal complexity, encourage broader vendor participation, and obtain competitive pricing.

DISCUSSION:

The revised ITB will solicit bids from qualified contractors to provide a turf chemical treatment program for designated City areas. The scope will include, but is not limited to:

- Seasonal fertilization
- Pre-emergent and post-emergent weed control
- Spot treatment of invasive or nuisance species
- Insect control
- Fungus and disease treatment
- Soil testing and recommended soil amendments, as applicable

The program shall be based upon and consistent with the current recommendations and Best Management Practices established by the University of Florida Institute of Food and Agricultural Sciences (UF/IFAS) for Florida turfgrass management.

All fertilizers, herbicides, pesticides, fungicides, and application methods shall conform to applicable UF/IFAS recommendations and Florida Green Industries Best Management Practices (GI-BMP) standards. The contractor shall adjust treatment programs seasonally and in response to site conditions to maintain healthy turf while minimizing environmental impacts and unnecessary chemical applications. The contractor shall also ensure that all personnel applying fertilizers or pesticides possess all licenses and certifications required by the State of Florida.

FINANCIAL IMPACT:

Funding for these services is included within the applicable operating budgets for landscape maintenance, including CRA, General, and Parks and Recreation funding sources. Reissuing the solicitation as an ITB is expected to encourage competitive pricing while maintaining required service and compliance standards.

RECOMMENDATION:

That the City Council meet as the Community Redevelopment Agency on Monday, May 18, 2026, to consider authorizing staff to cancel the prior Request for Proposals (RFP) for Turf Chemical Treatment Services and reissue the solicitation as an Invitation for Bid (ITB).

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