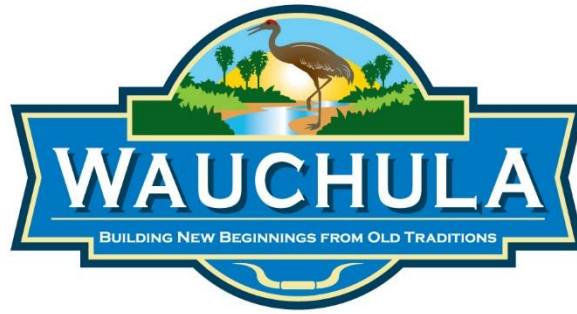


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Wauchula, FL 33873



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TO: City Commissioner
FROM: Olivia Minshew, City Manager
DATE: July 7, 2025
SUBJECT: Request to Use Fund Balance for Road Paving Projects

Background:

The City has received grant funding to support two separate road paving projects. These grants are structured to cover the combined costs of design, construction, and construction engineering and inspection (CEI) services.

Design for both projects has already been completed, and we have now received and opened construction bids. With both the design and construction costs known, we can begin estimating the full project costs.

Funding Gap:

Based on current figures, we anticipate that once CEI services are included—estimated at approximately 12% of the construction cost—we will exceed the available grant funding. The projected shortfall for both projects combined is approximately **\$120,000**.

This figure is an estimate and may vary depending on final CEI proposals or any unforeseen construction adjustments. However, it represents a reasonable projection of the minimum amount of local funding that will be needed to move forward.

Recommendation:

Staff recommends using fund balance to cover the anticipated shortfall so we may proceed with awarding the construction bids and initiating the CEI procurement process. Doing so will:

- Ensure the City can fully utilize the grant funding awarded.
- Avoid delays that could affect project schedules or funding eligibility.
- Complete much-needed roadway improvements that will benefit the community.

Request:

Staff respectfully requests Commission approval to allocate up to **\$120,000 from fund balance**, with the understanding that this amount may be adjusted slightly based on final CEI costs or other project-related expenses. Your authorization will allow us to advance both projects into the next phase.

Respectfully,

Olivia Minshew
City Manager