



Town of \_\_\_\_\_  
**Micanopy**  
Florida

## **TOWN OF MICANOPY, FLORIDA**

### **BUDGET WORKSHOP MINUTES**

**Date:** August 11, 2026

**Meeting:** Budget Workshop – 5:30 pm

#### **CALL TO ORDER**

**Mayor Jiana Williams called the meeting to order at 5:30 pm.**

#### **Commissioners present:**

- **Mayor Jiana Williams**
- **Mayor Pro Tem Kevin Putansu**
- **Commissioner Judy Galloway**
- **Commissioner David Massey**
- **Commissioner Ken Wessberg**
  
- **Town Staff present:**
- **Administrator Sara Samario**

#### **EMPLOYEE COMPENSATION AND PERSONNEL**

The Commission reviewed the proposed employee pay plan, including salary grades, steps, annual increases, and the allocation of personnel costs between the General Fund and Enterprise Fund. A 3% annual increase was discussed as the current planning assumption.

The Commission discussed increasing the Public Works pay grade and moving Ernie from Grade 1, Step 1 to Step 2 while maintaining his part-time status. The Commission expressed support for recognizing his work and including the increase in the proposed budget.

The Commission also discussed employee step increases, including the possibility of a step increase for Administrator Sara Samario. Staff explained that Samario's original three-year employment contract has expired and should be renewed. The Commission discussed incorporating her compensation into the established pay plan to provide a consistent salary structure.

The Commission reviewed the proposed personnel policy and employee evaluation process. Staff noted that several provisions, including paid holidays, were inadvertently omitted from the draft.

Staff recommended withdrawing the current version and presenting a revised policy the following month.

## **WATER RATES AND ENTERPRISE FUND**

The Commission reviewed the Enterprise Fund budget, water rates, infrastructure needs, and long-term capital requirements. Staff reviewed the Town's asset management mapping system and its use in planning for infrastructure replacement and future financing.

The estimated replacement cost of the Town's water assets is approximately \$3.444 million, with an estimated annual capital replacement requirement of approximately \$74,000. Staff noted that actual future costs could be higher based on current construction costs.

The budget includes approximately \$2.7 million for anticipated water plant and filtration improvements, with debt service anticipated to begin around 2029. Staff explained that additional water revenue will be necessary to support future operating costs, capital needs, and debt service.

The Commission discussed previous water rate increases and a potential additional 10% increase. The Commission agreed to move forward with planning for a 10% increase and to present the proposal for consideration and required public hearings in September.

Staff also discussed obtaining assistance with a water rate study. A consultant may be available to assist the Town without an additional charge.

## **WATER FUND FINANCIAL CONDITION**

Staff reviewed historical and projected Water Fund results, including the fund's operating position, depreciation, capital requirements, and personnel and other expenses charged to the Enterprise Fund.

The Commission discussed assistance for residents experiencing difficulty paying water bills. Staff explained the Town's existing payment plan and provisions for addressing certain circumstances. The possibility of a separate community-based charitable organization assisting residents was discussed as a potential future consideration.

## **SOLID WASTE**

The Commission reviewed the Town's solid waste service and Waste Pro contract. Staff explained that the existing agreement has expired and the Town is currently operating month-to-month. Waste Pro has requested an increase, with approximately 3% discussed as a potential adjustment.

The Commission discussed the Town's approximately 350 solid waste customers, billing responsibilities, and the importance of maintaining hand service because of narrow streets and

difficult access in portions of the Town. Commissioners and staff expressed satisfaction with Waste Pro's service.

Staff and the Town Attorney are investigating whether the Town can legally piggyback on another Waste Pro agreement rather than issuing a new bid. The Commission discussed the possibility that competitive bidding could result in higher costs or changes to the current collection system if other providers cannot offer comparable hand service.

## **ACTION ITEMS**

1. Incorporate approved compensation changes into the proposed budget.
2. Include Ernie's move from Grade 1, Step 1 to Grade 1, Step 2 in the proposed budget while maintaining his part-time status.
3. Work with the Town Attorney to prepare renewal of Sara Samario employment contract and bring it back to the Commission.
4. Revise the personnel policy to address omitted provisions, including paid holidays, and bring it back the following month.
5. Incorporate the employee evaluation process into the revised personnel policy.
6. Incorporate a proposed 10% water rate increase into the budget.
7. Plan to present the proposed water rate increase and conduct the required public hearing process in September.
8. Contact the consultant regarding a water rate study and determine the potential timing, cost, and usefulness of completing the study.
9. Continue evaluating State Revolving Fund requirements and the potential use of infrastructure surtax revenues to support future debt service.
10. Continue working with the Town Attorney to determine whether the Town can legally piggyback on another Waste Pro agreement.
11. Return the solid waste matter to the Commission once a legally appropriate path forward has been identified.

## **ADJOURNMENT**

**Mayor Jiana Williams adjourned the meeting at 6:45 pm.**

There being no further business, the Budget Workshop was concluded.