Budget Workshop Town Commission Agenda

Tuesday, July 14, 2026 at 5:30 PM

706 NE Cholokka BLVD

CALL TO ORDER

ROLL CALL

NEW BUSINESS

1. 5 Year Capital Improvement Plan
2. Proposed General Fund Budget for FY2027

ADJOURN

PLEASE NOTE: PURSUANT TO SECTION 286.015, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING, HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMODATIONS TO PARTICIPATE IN TOWN MEETINGS SHOULD CONTACT THE TOWN ADMINISTRATOR, 706 NE CHOLOKKA BLVD., MICANOPY, FLORIDA 32667-0137, TELEPHONE (352) 466-3121.

Town of Micanopy Florida

FY 2026-2027 Budget Workshop

Where we have been.

Capital Purchases Completed	FY23	FY24	FY25
Golf Cart	$9,099		
Public Works Truck	$44,934		
Fire Station Doors		$86,600	
Backhoe		$131,507	
16' Flatbed Trailer			$5,000
Town Hall Roof Repair			$7,500
Valve Replacement			
Hydrant Replacement		$3,260	
Entry Signs		$17,603	$8,791
Park Improvements			$27,363
Gazebo			$29,860
Total	**$54,033**	**$221,367**	**$78,514**
Cash and cash equivalents	**2.8M**	**2.77M**	**2.74M**

Despite investing more than $350,000 in capital equipment over the past three years, the Town has maintained approximately $2.7 million in cash and cash equivalents.

Fiscal Year 2025-2026 marked a transition from planning to implementation. Projects that had been discussed and designed over several years moved into construction, while the Town continued to maintain a conservative financial position despite economic uncertainty and significant legislative changes.

Investing in Micanopy's Future

Where we are at the end of FY26

Fiscal Year 2026 - Year One	Project	Cost	
General Government	Comprehensive Plan	$50,000	Planned
Public Works	Lift	$30,000	Completed
General Government	Community Resource Center	$2,900,000	Underway
Parks	Ballfield Lighting and upgrades	$180,000	Underway
Parks	MNAHP	$100,000	Underway
Water Department	AMI System	$650,000	Underway
Water Department	Valve Replacement	$5,000	Planned
Water Department	Design & ~~Construction~~ - Filtration System	$1,565,000	Underway
Water Department	Planning & Design - Water Distribution	$620,300	Underway
Public Works	Mower	$12,000	
General Government	Town Hall Kitchen	$7,500	
Fiscal Year 2026 -Year One Total		**$6,119,800**	

What we achieved.

Community Investments

Community Resource Center, New Library, Future of the Fire Station Building

Infrastructure

Water Treatment Plant Improvements, AMI, Road Improvements, Stormwater Planning, Water Distribution System Planning

Financial Stewardship

Budget Conscientious, Healthy Financial Reserves, Managed Grant-Funded Projects

What we achieved.

Economic Development & Planning

Community Engagement, New Construction, Support of Micanopy Commercial District

Grants

State Revolving Fund (SRF), CDBG, Resilient Florida, Legislative Appropriations, FRDAP

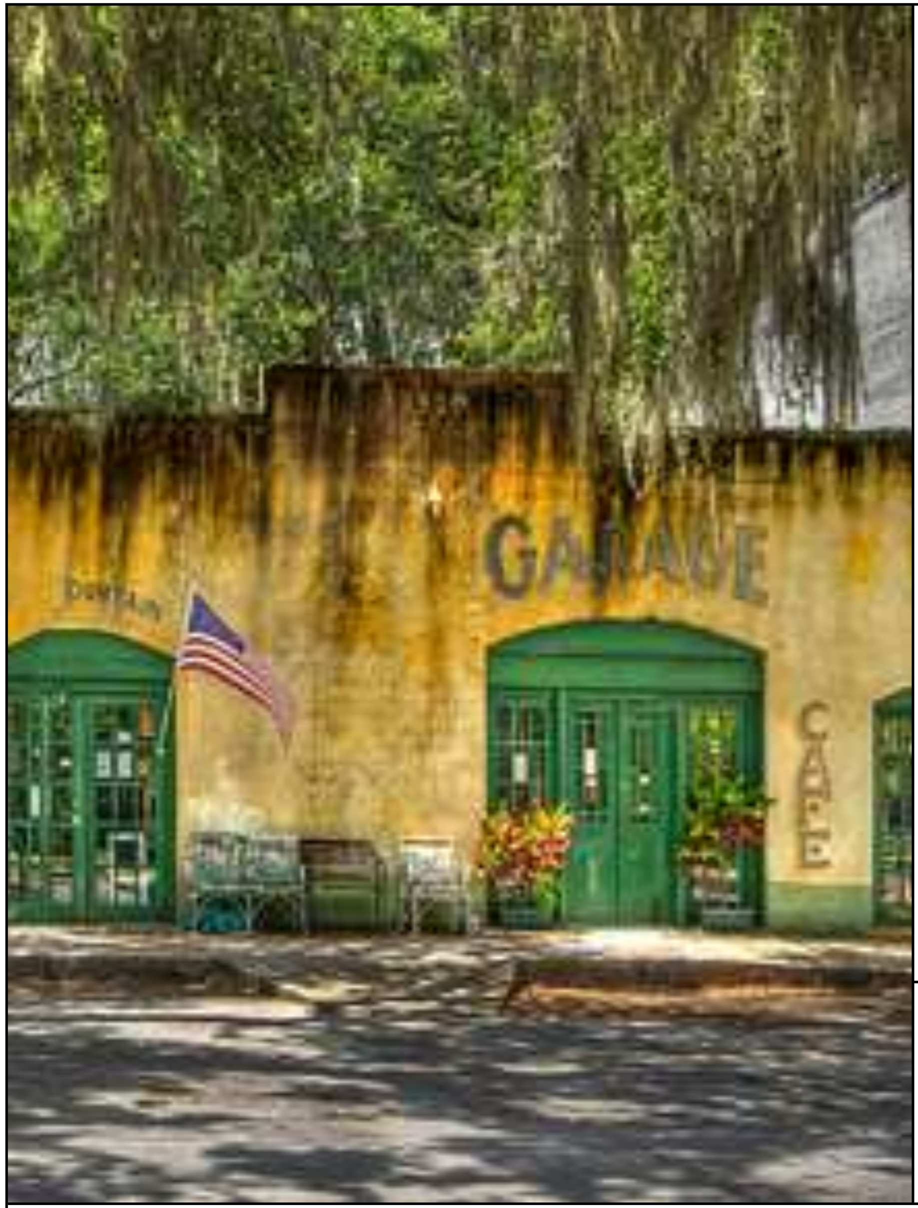
Public Engagement

Workshops, Surveys, Community Events

Organizational Improvements

Policy Adoptions – Investment, Personnel, Purchasing, Land Development Fee Schedule

Collaboration – Alachua County, Planning Consultants, Engineering Consultants



5-Year Capital Improvement Plan

Years 2027 - 2031

Year One

Fiscal Year 2027	Project	Cost
General Government	Comprehensive Plan	$50,000
General Government	Town Hall Kitchen	$12,000
General Government	Thrasher Warehouse Preservation	$35,000
General Government	Town Hall Upgrades - old library	$35,000
Public Works	Golf Cart	$11,000
Public Works	Mower	$14,000
Public Works	Storm Water Planning	$350,000
Public Works	Tractor Attachment - forks	$5,000
Water Department	Valve Replacement	$5,000
Water Department	Construction - Filtration System	$2,700,000
Water Department	Construction - Water Distribution	$500,000
Fiscal Year 2027 - Total		**$3,717,000**

Year Two

Fiscal Year 2028	Project	Cost
General Government	Laptops for Commission	$7,500
General Government	Computer Server	$12,000
General Government	Land Development Code	$75,000
Public Works	Tractor	$35,000
Public Works	John Deer Gator	$20,000
Water Department	Hydrant Replacement	$5,000
Water Department	Valve Replacement	$3,500
Water Department	Distribution System Upgrades	$500,000
Fiscal Year 2028 - Total		$658,000

Year Three

Fiscal Year 2029	Project	Cost
General Government	Town HallUpgrades	$50,000
Parks	Play Equipment	$50,000
Water Department	Valve Replacement	$3,500
Water Department	Distribution System Upgrades	$500,000
Fiscal Year 2029 - Total		**$603,500**

Year Four

Fiscal Year 2030	Project	Cost
Parks	Play Equipment	$50,000
Public Works	Mower	$14,000
Water Department	Hydrant Replacement	$5,000
Water Department	Distribution System Upgrades	$500,000
Fiscal Year 2030 - Total		**$569,000**

Year Five

Fiscal Year 2031	Project	Cost
Public Works	Truck	$51,000
General Government	Facility Upgrades	$75,000
Water Department	Distribution System Upgrades	$500,000
Water Department	Hydrant / Valve Replacement	$10,000
Fiscal Year 2031- Total		**$636,000**

Where we are going.

Protect Existing Assets

- Roads
- Buildings
- Water system
- Historic resources

Invest in Employees

- Competitive compensation
- Training
- Technology
- Safety

Where we are going.

Preserve Fiscal Stability

- Continue conservative budgeting
- Protect reserves
- Respond to legislative changes

Complete Major Projects

- Community Resource Center
- Water Plant Improvements
- MNAHP and Carson Roberts Sports Complex

How This Budget Supports Those Goals

- General Fund Operations
- Employee Compensation
- Capital Improvements
- Grant Match Funding
- Reserve Protection

General Fund

	Audited *			Projected	Budget	
	2023	2024	$2,025	2026	2026	2027
Revenues						
Taxes						
Ad Valorem	$208,680	$223,617	$238,638	$250,500	$253,813	$275,261
Fuel Taxes						
Fuel Tax - First Local	$45,662	$38,608	$35,128	$33,023	$30,000	$30,000
Fuel Tax - Second Local	$32,867	$28,255	$25,267	$23,831	$20,000	$20,000
Half-cent sales tax	$45,913	$44,445	$43,187	$38,877	$40,000	$40,000
Franchise fees						
Electricity - Duke Energy	$41,745	$46,121	$56,275	$47,692	$50,000	$48,000
Utility Service taxes						
Electricity - Duke Energy	$61,220	$62,615	$71,990	$67,105	$60,000	$60,000
Propane	$3,879	$3,248	$3,712	$2,308	$3,000	$3,000
Communications	$29,147	$32,115	$33,287	$32,958	$30,000	$30,000
Total Taxes	$469,113	$479,024	$507,484	$496,292	$506,261	$506,261
Licenses and permits						
Occupational - Businesses	$2,290	$1,010	$1,330	$1,750	$800	$1,500
Occupational License - Landlc	$1,960	$80	$800	$440	$500	$500
Occupational License - Insur C	$1,680	$1,522	$0	$40	$500	$50
Permits - Zoning Compliance	$4,150	$2,550	$3,700	$2,656	$1,500	$15,000
Permits - Special Events	$100	$600	$0	$0	$500	$500
Land Use	$200	$400	$1,200	$400	$50	$50
Total Licenses/permits	$10,380	$6,162	$7,030	$5,286	$3,850	$17,600
Intergovernmental						
Wild Spaces Public Places	$46,580	$47,195	$48,321	$44,129	$44,000	$44,000
Infrastructure Surtax	$25,745	$47,195	$48,321	$44,129	$44,000	$44,000
Fines - Civil Traffic	$24,277	$22,910	$25,058	$16,898	$14,000	$14,000
Mobile Home Licenses	$317	$365	$294	$360	$300	$300
Alcoholic Beverage Licenses	$440	$1,077	$1,126	$1,150	$1,000	$1,000
Traffic Signal Maintenace	$922	$947	$975	$1,005	$1,050	$1,035
Highway Lighting	$0	$0	$6,041	$5,218	$5,100	$5,375
State Shared revenues	$31,276	$30,090	$30,493	$27,476	$24,000	$24,000
Total Intergovernmental	$129,557	$149,779	$160,629	$140,364	$133,450	$133,710

General Fund

	Audited *			Projected	Budget	
	2023	2024	$2,025	2026	2026	2027
Other Financing						
Interest	$51,506	$92,184	$79,947	$46,770	$65,000	$65,000
Rents - Library	$5,400	$5,400	$5,400	$4,050	$4,050	$1,500
Misc Revenue	$14,521	$22,842	$87,238	$1,500	$1,000	$1,000
Other Reimbursements	$5,494	$24,646	$31,160	$609	$1,000	$750
Prior Year WSPP Restricted	$0	$85,000	$0	$0	$30,000	$55,000
Prior Year Retained Earnings	$0	$0	$0	$0	$42,798	$47,000
CDBG-CV Grant	$0	$0	$0	$1,200,000	$2,934,000	$1,734,000
Grants	$20,000	$0	$0	$147,500	$300,000	$680,000
Public Safety	$250,251	$0	$0	$0	$0	$0
Total Other	$347,172	$230,072	$203,745	$1,400,429	$3,377,848	$2,584,250
Charges for Services						
Paving Special Assessment	$0	$0	$0	$0	$0	$0
Transfer in						
Water	$13,032	$0	$1,500	$1,500	$1,500	$2,000
Total Other Financing source	$13,032	$0	$1,500	$1,500	$1,500	$2,000
Total Revenues/Other	**$969,254**	**$865,037**	**$880,388**	**$2,043,871**	**$4,022,909**	**$3,243,821**

Note: Grant revenue includes for FY27 capital projects and aniticipated grant revenue for FY26 awarded CIP projects.

General Fund

	Audited *			Projected		Budget
	2023	2024	$2,025	2026	2026	2027
Expenditures						
Town Commission						
Personnel Services	$38,939					
Salaries	$0	$33,600	$36,400	$33,600	$33,600	$33,600
FICA	$0	$2,083	$2,446	$2,083	$2,083	$2,083
Medicare	$0	$487	$572	$487	$487	$487
Other Post Emplyment Bene	$0	$2,650	$3,058	$2,650	$2,650	$2,650
Total Salaries and Benefits	$38,939	$38,820	$42,476	$38,820	$38,820	$38,820
Operating expenses						
Professional Development	$0	$8,422	$6,368	$5,500	$5,500	$6,500
Capital Outlay	$0	$13,250	$0	$0	$0	$0
Total Operating Expenses	$0	$21,672	$6,368	$5,500	$5,500	$6,500
Total Town Commission	$38,939	$60,492	$48,844	$44,320	$44,320	$45,320

Notes: No increase to Town Commission department for the fy27 budget.

General Fund

	Audited *			Projected	Budget	
	2023	2024	$2,025	2026	2026	2027
Expenditures						
Town Administrator / Clerk						
Personnel Services	$89,606					
Salaries	$0	$75,779	$75,162	$78,559	$100,658	$113,668
Overtime	$0	$2,834	$2,086	$2,034	$2,500	$2,500
Health Insurance	$0	$12,771	$15,570	$12,766	$14,850	$14,850
FICA	$0	$4,874	$4,789	$6,396	$6,396	$7,202.42
Medicare	$0	$1,140	$1,120	$1,496	$1,496	$1,684.44
Total Salaries and Benefits	$89,606	$97,398	$98,727	$101,251	$125,900	$139,905
Operating expenses	$8,250					
Workers Comp	$0	$543	$800	$1,000	$1,000	$1,000
Professional Development	$0	$2,306	$1,358	$2,500	$2,500	$2,500
Office Supplies	$0	$813	$1,620	$4,500	$1,500	$2,000
Dues and Publications	$0	$1,582	$1,399	$1,500	$1,500	$1,500
Total Operating Expenses	$8,250	$5,244	$5,177	$9,500	$6,500	$7,000
Total Town Administrator	$97,856	$102,642	$103,904	$110,751	$132,400	$146,905

Note: Town Administrator / Clerk includes the town administrator and part-time administrative assistant. Overtime is budgeted for the deputy clerk.

General Fund

	Audited *			Projected	Budget	
	2023	2024	$2,025	2026	2026	2027
General Government Operating						
Operations	$91,840					
Insurance - Liability	$0	$5,105	$6,758	$4,387	$4,387	$4,931
Insurance - Property	$0	$22,392	$22,441	$18,607	$18,607	$20,000
Office Equipment Maintenan	$0	$1,112	$3,633	$0	$4,000	$4,000
Building Maintenance	$0	$3,395	$47,279	$8,500	$5,000	$10,000
Utilities						
Electric - Town Hall	$0	$9,186	$11,519	$9,456	$12,000	$10,000
Electric - Museum	$0	$731	$1,065	$803	$1,200	$1,200
Electric - Archive	$0	$1,158	$2,124	$2,071	$1,800	$2,000
Electric - Cemetery	$0	$328	$458	$339	$550	$550
Electric - Fire Station	$0	$3,534	$5,625	$3,286	$5,000	$0
Telephone - Town Hall	$0	$3,241	$3,825	$3,602	$2,200	$3,600
Internet	$0	$3,234	$2,641	$2,450	$2,600	$2,600
Operating Supplies	$0	$3,766	$4,899	$8,231	$6,500	$8,000
Office Supplies	$0	$4,353	$7,154	$4,796	$5,000	$5,000
Postage	$0	$653	$519	$500	$500	$500
Elevator Service	$0	$2,217	$5,470	$4,510	$2,500	$5,000
Janitorial Supplies	$0	$603	$471	$300	$300	$500
Pest & Termite Control	$0	$3,030	$2,740	$4,140	$3,500	$4,500
Contracted Services	$0	$10,642	$13,800	$11,695	$12,500	$12,500
Professional Services						
IT		7689	$8,339	$7,069	$8,500	$8,500
Auditor	$0	$5,000	$18,628	$10,000	$10,000	$12,000
Engineering	$0	$0	$750	$1,500	$3,000	$3,000
Janitorial	$0	$4,700	$7,700	$8,188	$6,600	$9,300
Dues and Publications	$0	$1,077	$1,216	$1,200	$1,200	$1,200
Promotional	$0	$6,379	$2,628	$2,500	$3,000	$3,000
Capital Outlay	$8,000	$107,403	$201,806	$135,000	$50,000	$50,000
Other Infrastructure	$0	$0	$0	$0	$0	$82,000
Capital Outlay - CDBG-CV	$0	$0	$0	$1,200,000	$2,925,500	$1,725,500
General Govt Operations	$99,840	$210,928	$383,488	$1,453,132	$3,095,944	$1,989,381

Notes:

General Fund

	Audited *			Projected	Budget	Budget
	2023	2024	$2,025	2026	2026	2027
Legal						
Contractual- City Attorney	$22,746	$32,000	$30,090	$127,829	$38,000	$40,000
Advertisement	$0	$3,399	$3,089	$1,000	$4,000	$4,000
Total Legal	$22,746	$35,399	$33,179	$128,829	$42,000	$44,000
Land Development Planning						
Planning Services	$0	$7,000	$7,000	$15,000	$7,000	$15,000
Advertisement	$0	$0	$259	$500	$1,500	$0
Total and Development Planni	$0	$7,000	$7,259	$15,500	$8,500	$15,000
Elections						
Expenses	$0	$0	$0	$252	$3,500	$3,500
Advertising	$0	$0	$0	$0	$100	$250
Postage	$0	$0	$0	$0	$50	$50
Total Elections	$0	$0	$0	$252	$3,650	$3,800
Total General Government	$383,122	$586,801	$576,674	$1,752,783	$3,150,094	$2,228,901

Note: Audited total for Legal includes professional services and advertising expenses. Legal department includes monthly retainer for contracted legal services provided by Folds & Walker and budgeting for any special projects the town may need legal services for.

Note:

Note: The 2027 election wil be for Seats x and will take place March 10, 2026.

General Fund

	Audited *			Projected	Budget	
	2023	2024	$2,025	2026	2026	2027
Public Works						
Personnel Services	$80,081					
Salaries	$0	$31,418	$32,422	$34,853	$33,313	$34,500
Health Insurance	$0	$8,130	$11,637	$9,541	$11,000	$11,000
Overtime	$0	$1,644	$902	$631	$2,500	$2,500
Part-Time	$0	$19,084	$36,855	$43,150	$61,737	$50,200
FICA	$0	$3,233	$4,351	$6,048.00	$6,048	$5,406
Medicare	$0	$813	$1,018	$1,414	$1,414	$1,264
Uniforms	$0	$0	$0	$650	$300	$500
Retirement	$0	$0	$0	$0	$0	$0
Total Salaries and Benefits	$80,081	$64,322	$87,185	$96,287	$116,313	$105,371
Operating expenses	$39,072					
Street Lights	$0	$12,965	$12,832	$15,799	$21,208	$20,000
Insurance - Auto	$0	$2,022	$2,301	$5,000	$4,996	$5,000
Insurance - Liability	$0	$450	$450	$400	$397	$400
Insurance - Property	$0	$3,712	$5,050	$3,065	$3,064	$3,100
Workmans Comp	$0	$4,142	$4,600	$5,500	$5,500	$5,500
School Signal Maintenance	$0	$0	$1,538	$804	$675	$900
Repairs and Maint- Equip	$0	$985	$2,352	$525	$1,800	$1,800
Operating Supplies	$0	$2,842	$7,237	$10,668	$10,000	$12,000
Uniforms	$0	$0	$206	$650	$300	$500
Professional Development	$0	$0	$0	$0	$500	$500
Vehicle Service	$0	$145	$114	$150	$750	$750
Fuel	$0	$5,617	$5,749	$3,660	$5,500	$5,500
Street Maintenance	$0	$32	$3,410	$3,869	$5,000	$5,000
Tree Removal	$0	$8,628	$1,800	$1,500	$7,500	$7,500
Contract Services	$0	$0	$0	$0	$7,500	$7,500
Capital Outlay	$44,934	$131,507	$4,600	$62,748	$42,000	$380,000
Total Operating Supplies	$84,006	$173,047	$52,239	$114,337	$116,690	$455,950
Total Public Works	$164,087	$237,369	$139,424	$210,624	$233,003	$561,321

Note: Personnel services for Public Works includes three part-time employees, and 1/2 of the public works supervisor's salary.

General Fund

	Audited *			Projected	Budget	
	2023	2024	$2,025	2026	2026	2027
Public Safety						
Fire Safety Fund Contribution	$343,914	$135,000	$135,000	$135,000	$135,000	$135,000
Total Public Safety	$343,914	$135,000	$135,000	$135,000	$135,000	$135,000
Parks						
Operating expenses	$25,944					
Utilities - parks	$0	$5,614	$8,587	$10,468	$9,350	$10,500
Insurance - Property	$0	$2,128	$2,217	$2,758	$2,245	$3,000
Maintenance & Repairs	$0	$952	$2,175	$3,498	$2,200	$3,500
Operating Supplies	$0	$2,816	$3,872	$7,928	$4,000	$10,000
Tree City	$0	$270	$566	$600	$600	$600
Special Events - Independe	$0	$7,246	$7,475	$7,500	$7,500	$7,500
Special Event - Light up Mic	$0	$1,511	$995	$1,500	$1,500	$1,500
Special Event -Halloween	$0	$216	$391	$500	$500	$500
Special Event - Other Event	$0	$394	$0	$3,454	$750	$1,500
WSPP			$15,727	$20,211	$0	$0
Capital Outlay	$0	$14,521	$57,844	$2,894	$280,000	$280,000
Totlal Parks	$25,944	$35,668	$99,849	$61,309	$308,645	$318,600

				Projected	Budget	
	2023	2024	$2,025	2026	2026	2027
Total Expenditures	**$917,067**	**$994,838**	**$950,947**	**$2,159,717**	**$3,826,742**	**$3,243,821**
Net Change in Fund Balance	$210,051	$190,795		($115,846)		($0)
Fund Balance						
Beginning of Year	$3,134,610	$3,421,009	$3,611,804	$3,611,804		$3,495,958
End of Year	$3,344,661	$3,611,804	$3,611,804	$3,495,958		$3,495,958

General Fund

Fund Balance

Government Accounting Standards Board recommends at least three months in reserve or 25%. In Florida, with the higher possibility of a disasters occurring, a higher fund balance is valuable in case of any emergencies.
The Town's Fund Balance at October 1, 2024 are composed of the following:

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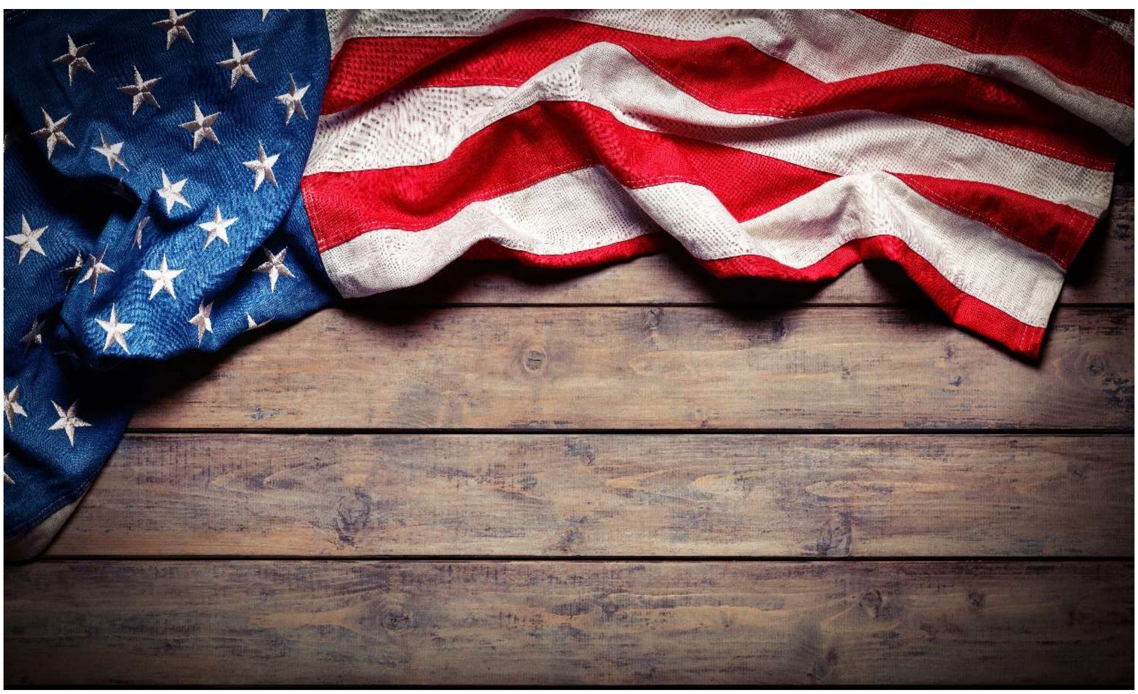
Restricted – Transportation	$37,174
Restricted – Wild Spaced Public Places	$153,034
Restricted - Other Infrastructure Surtax	$0
Assigned – Town Hall Renovations	$84,700
Assigned – Fire Department Renovations	$106,178
Unassigned	$1,831,989
	$2,213,075

September 30, 2025, Projected Wild Spaces Public Places Fund Balance
September 30, 2025, Projected Wild Spaces Public Places Fund Balance



General Fund

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