Town Commission Regular Meeting Agenda

Tuesday, November 10, 2026 at 7:00 PM

706 NE Cholokka BLVD

CALL TO ORDER

INVOCATION AND PLEDGE OF ALLEGIANCE TO FLAG

ROLL CALL

CONSENT AGENDA

1. Agenda Approval
2. Regular Commission Meeting Minutes of October 13, 2026

GUESTS

3. Micanopy Branch Library Update
4. Willie Mae Stokes Community Center Update

CITIZEN'S FORUM

Public Comment (public comments limited to 2 minutes per speaker, please)

TOWN COMMISSION LIAISON REPORTS

5. Alachua County League of Cities
6. Alachua County Children's Trust
7. Thrasher Warehouse Board

CITIZEN BOARD AND COMMITTEE REPORTS

8. Planning and Historic Preservation Board
9. Tree Committee

TOWN ATTORNEY REPORT

REVIEW AND ACCEPTANCE OF FINANCIAL TRANSACTIONS AND REPORTS

10. Acceptance of Financial Reporting

    Period ending September 30, 2016

    Period ending October 31, 2026

TOWN ADMINISTRATOR REPORT

11. Informational Report

NEW BUSINESS

12. Watershed Master Planning

13. Presentation by Woodard & Curran

    Water Quality Project Updates

    Water Rate Presentation

14. Proposed Resolution 2026-11, Adopting Water Rates for FY27

UNFINISHED BUSINESS

15. Second Reading of Ordinance 2026-03, Tree Protection and Canopy Management

TOWN COMMISSIONER REPORTS

16. Commissioner (Seat 1) Judy Galloway

17. Commissioner (Seat 3) David Massey

18. Commissioner (Seat 4) Kevin Putansu

19. Commissioner (Seat 5) Ken Wessberg

MAYOR (SEAT 2) JIANA WILLIAMS REPORT

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.

Regular Commission Meeting October 13, 2026 Minutes

Tuesday, October 13, 2026 at 7:00 PM

706 NE Cholokka BLVD

CALL TO ORDER

Mayor Jiana Williams called the meeting to order at 7:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

Mayor Jiana Williams, present

Mayor Pro Tem Kevin Putansu, present

Commissioner Judy Galloway, present

Commissioner David Massey, present

Commissioner Ken Wessberg, absent with notice

Staff present: Attorney A. Derek Folds, Administrator Sara Samario, and Deputy Town Clerk Patty Polk.

CONSENT AGENDA

Motion made and seconded (Massey/Galloway) to approve the agenda as amended, moving Item 13 to Financial Transactions and Reports and Item 14 to Item 4, Willie Mae Stokes Community Center (WMSCC). Motion passed 4–0.

1. Agenda Approval
2. Meeting minutes of:

   Tentative Budget Hearing – September 7, 2026

   Regularly Called Meeting – September 8, 2026

   Final Budget Hearing – September 23, 2026

GUESTS

3. Micanopy Branch Library Update

   Micanopy Branch Librarian Wendy Schneider gave a verbal report and provided the October calendars.

4. Willie Mae Stokes Community Center

   Bishop Christopher Stokes gave a verbal and written report. Marsha Kiner, Director of The Children's Trust, joined him to invite everyone to the Lights On Afterschool program on October 21, 2026, at 2:30 p.m.

Mayor Jiana Williams read a proclamation declaring October 21, 2026, “Lights On Afterschool Day” in Micanopy.

5. Girl Scout Troop 452

   Emily Ferguson and Elissa Rodgers presented an overview of their Silver Award project: digitizing records from the Micanopy Historic Cemetery.

   Girl Scout Troop 452 members Emily Ferguson and Elissa Rodgers presented an overview of their Silver Award project to digitize records from the Micanopy Historic Cemetery. They presented a binder, two flash drives, and flowers to Claudia Larson, cemetery president and lot chairman.

CITIZEN’S FORUM

Public comments are limited to two minutes per speaker.

Citizens discussed walkability in town and the desire for sidewalks to the new library and resource center. They also commented on the well-behaved children at the Willie Mae Stokes Community Center and recommended volunteering.

TOWN COMMISSION LIAISON REPORTS

6. Alachua County League of Cities

   Mayor Williams stated that the next meeting will be held in November.

7. Alachua County Children’s Trust

   Mayor Williams spoke briefly on this topic.

8. Thrasher Warehouse Board

   Bud Desforges, president of the Thrasher Warehouse Board, gave a verbal report.

CITIZEN BOARD AND COMMITTEE REPORTS

9. Planning and Historic Preservation Board

   The September board meeting was canceled.

10. Tree Committee

    Tree Committee member Paul Cohen gave a verbal report.

TOWN ATTORNEY REPORT

Attorney A. Derek Folds informed the Commission that Folds Walker, Inc. is offering free ethics training on December 1, 2026, from 4:00 p.m. to 8:00 p.m., including dinner.

REVIEW AND ACCEPTANCE OF FINANCIAL TRANSACTIONS AND REPORTS

Chris Noyes, Senior Manager at James Moore, presented the 2024–2025 fiscal year annual financial report.

Motion made and seconded (Galloway/Massey) to accept the 2024–2025 fiscal year annual financial report as submitted. Motion passed 4–0.

TOWN ADMINISTRATOR REPORT

11. Report

    Administrator Samario gave an informational verbal report.

12. Hunter Avenue Road Condition and Potential Improvements

    Administrator Samario discussed the condition of NE Hunter Avenue, which needs repair. Discussion ensued.

    The Commission reached a consensus to move forward with a Request for Proposals (RFP).

NEW BUSINESS

13. Acceptance of the 2024-2025 Fiscal Year Annual Financial Report

    Presented by James Moore & Associates.

    Moved to Financial Transactions and Reports.

Proclamation declaring October 21, 2026, “Lights On Afterschool Day” in Micanopy, Florida.

    Moved to Item 4, Willie Mae Stokes Community Center (WMSCC).

15. Ordinance 2026-03, Tree Ordinance

    Attorney Folds read Ordinance 2026-03 by title only.

    Discussion ensued.

    Motion made and seconded (Galloway/Massey) to approve Ordinance 2026-03, the Tree Protection and Canopy Management Ordinance, on first reading. Motion passed 4–0.

16. Resolution 2026-10, Authorizing the Town to Participate in the FMPTF 401(a) Plan

    Mayor Williams read the short title of Resolution 2026-10.

    Discussion ensued.

    Motion made and seconded (Galloway/Massey) to authorize the Town’s participation in the FMPTF 401(a) Plan and execution of the related agreements, consistent with the retirement benefit provisions approved by the Commission. Motion passed 4–0.

17. Tree Committee Application for Appointment

    Applicant Margaret Rose Delisle introduced herself. Discussion ensued.

    Motion made and seconded (Galloway/Massey) to accept Margaret Delisle’s application to serve on the Micanopy Tree Committee. Motion passed 4–0.

UNFINISHED BUSINESS

18. Proposed Personnel Policy for FY27

    Administrator Samario presented the proposed FY 2027 personnel policy. Discussion ensued.

Motion made and seconded (Putansu/Galloway) to approve the FY 2027 personnel policy revision, including an initial 5% employer contribution to the proposed 401(a) defined contribution plan and completion of the required plan documents, and limiting sick leave to 1,000 hours, with compensation for 500 hours. Motion passed 4–0.

TOWN COMMISSIONER REPORTS

19. Commissioner (Seat 1) Judy Galloway

    Commissioner Judy Galloway thanked everyone for attending and thanked Administrator Samario and staff.

20. Commissioner (Seat 3) David Massey

    Commissioner David Massey noted that the Garden Exchange will take place on Saturday. Anyone with goods to sell is welcome to participate. The Garden Exchange is held on the third Saturday of each month.

21. Commissioner (Seat 4) Kevin Putansu

    Mayor Pro Tem Putansu announced that the next Community Potluck will be held on November 9, 2026, at 5:00 p.m. Everyone is welcome and encouraged to stay for the comprehensive plan discussion.

    Micanopy Meows needs donations to continue reducing Micanopy's feral cat population.

22. Commissioner (Seat 5) Ken Wessberg

    Commissioner Wessberg is absent with notice.

MAYOR (SEAT 2) JIANA WILLIAMS REPORT

Mayor Jiana Williams shared the quote of the day: “Laughter is the same in every language.”

Trunk or Treat will be held on October 24, 2026. Everyone is welcome and encouraged to attend. Bring a friend and a neighbor.

ADJOURN

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Mayor Jiana Williams adjourned the meeting at 9:27 p.m.

Town of Micanopy Florida

November 10, 2026

TOWN OF MICANOPY
AGENDA ITEM CORRESPONDENCE

To Mayor and Town Commission
From Sara Samario, Town Administrator
Subject Acceptance of the October 2026 Monthly Financial Report

Background

The attached financial report covers the period ending October 31, 2026, the first month of Fiscal Year 2027. October activity was consistent with the Town's usual start to the fiscal year.

Fund	Revenues and other sources	Expenditures	October surplus (deficit)
General Fund	$26,017	$52,278	($26,261)
Solid Waste Fund	$9,965	$9,465	$500
Water Fund	$15,858	$13,146	$2,712

The General Fund reported a $26,261 deficit for October. The Town paid its first-quarter insurance premium during the month, and General Fund property, liability, and auto insurance charges totaled approximately $12,929. The report also shows that the Town had yet to record any ad valorem tax revenue for the new fiscal year. The timing of these expenses and receipts accounts for the early-year shortfall.

Both the Solid Waste Fund and the Water Fund ended October with revenues exceeding expenditures. Water Fund revenue came from water use charges and interest. The report shows no activity in the Water Fund's capital project expenditure lines for October.

Recommendation

Staff recommends that the Town Commission accept the Monthly Financial Report for the period ending October 31, 2026.

Suggested motion

Move to accept the Monthly Financial Report for the period ending October 31, 2026.

Town of Micanopy, Florida

General Fund

For period ending October 31, 2026

	Actual	Budget 2027	Balance	% Received
Revenues				
Taxes				
Ad Valorem	$0	$275,261	$275,261	0%
Fuel Taxes				
Fuel Tax - First Local	$3,044	$30,000	$26,956	10%
Fuel Tax - Second Local	$2,219	$20,000	$17,781	11%
Half-cent sales tax	$3,191	$40,000	$36,809	8%
Franchise fees				
Electricity - Duke Energy	$0	$48,000	$48,000	0%
Utility Service taxes				
Electricity - Duke Energy	$0	$60,000	$60,000	0%
Propane	$150	$3,000	$2,850	5%
Communications	$3,534	$30,000	$26,466	12%
Total Taxes	$12,138	$506,261	$494,123	
Licenses and permits				
Occupational - Businesses	$120	$1,500	$1,380	8%
Occupational License - Landlord	$880	$500	-$380	176%
Occupational License - Insur Co	$480	$50	-$430	960%
Permits - Zoning Compliance	$200	$15,000	$14,800	1%
Permits - Special Events	$0	$500	$500	0%
Land Use	$0	$50	$50	0%
Total Licenses/permits	$1,680	$17,600	$15,920	
Intergovernmental				
Wild Spaces Public Places	$2,540	$44,000	$41,460	6%
Other Infrastructure Surtax	$2,540	$44,000	$41,460	6%
Fines - Civil Traffic	$299	$14,000	$13,701	2%
Mobile Home Licenses	$0	$300	$300	0%
Alcoholic Beverage Licenses	$0	$1,000	$1,000	0%
Traffic Signal Maintenace	$0	$1,035	$1,035	0%
Highway Lighting	$0	$5,375	$5,375	0%
State Shared revenues	$2,325	$24,000	$21,675	10%
Total Intergovernmental	$7,704	$133,710	$126,006	

Town of Micanopy, Florida

For period ending October 31, 2026

	Actual	Budget 2027	Balance	
Other				
Interest	$3,594	$65,000	$61,406	6%
Rents	$0	$24,500	$24,500	0%
Misc Revenue	$0	$1,000	$1,000	0%
Other Reimbursements	$0	$750	$750	0%
Prior Year WSPP Restricted	$0	$55,000	$55,000	0%
Prior Year Restricted	$0	$43,702	$43,702	
CDBG-CV Grant	$0	$1,734,000	$1,734,000	0%
Grants	$0	$680,000	$680,000	0%
Opioid Settlement	$0	$0	$0	
Insurance Reimbursements	$0	$0	$0	
Community Garden	$901	$0	-$901	
Total Other	$4,495	$2,603,952	$2,599,457	
Charges for Services				
Transfer in				
Water	$0	$2,000	$2,000	
Total Other Financing source	$0	$2,000	$0	
Total Revenues/Other	**$26,017**	**$3,263,523**	**$3,235,506**	

Town of Micanopy, Florida

For period ending October 31, 2026

	Actual	Budget 2027	Balance	
Expenditures				
Town Commission				
Personnel Services				
Salaries	$2,800	$33,600	$30,800	8%
FICA	$174	$2,083	$1,910	8%
Medicare	$41	$487	$447	8%
Other Post Emplyment Benefits	$235	$2,650	$2,415	9%
Total Salaries and Benefits	$3,249	$38,820	$35,571	
Operating Expenses				
Professional Development	$0	$6,500	$6,500	0%
Capital Outlay	$0	$0	$0	
Total Operating Expenses	$0	$6,500	$6,500	
Total Town Commission	$3,249	$45,320	$42,071	

Town of Micanopy, Florida

For period ending October 31, 2026

	Actual	Budget 2027	Balance	
Town Administrator / Clerk				
Personnel Services				
Salaries	$7,386	$116,595	$109,209	6%
Overtime	$0	$2,743	$2,743	0%
Health Insurance	$1,292	$14,850	$13,558	9%
FICA	$458	$7,399	$6,941	6%
Medicare	$107	$1,730	$1,623	6%
Professional Development	$261	$2,500	$2,239	10%
Total Salaries and Benefits	$9,504	$145,817	$136,313	
Operating expenses				
Workers Comp	$283	$1,000	$717	28%
Office Supplies	$77	$2,000	$1,923	4%
Dues and Publications	$0	$1,500	$1,500	0%
Capital Outlay	$0	$0	$0	
Total Operating Expenses	$360	$4,500	$4,140	
Total Town Administrator	$9,864	$150,317	$140,453	

Town of Micanopy, Florida

For period ending October 31, 2026

	Actual	Budget 2027	Balance	
General Government Operating				
Operations				
Insurance - Liability	$1,982	$4,931	$2,949	40%
Insurance - Property	$7,775	$20,000	$12,225	39%
Office Equipment Maintenance	$0	$4,000	$4,000	0%
Building Maintenance	$0	$10,000	$10,000	0%
Utilities				
Electric - Town Hall	$969	$10,000	$9,031	10%
Electric - Museum	$87	$1,200	$1,113	7%
Electric - Archive	$181	$2,000	$1,819	9%
Electric - Cemetery	$33	$550	$517	6%
Electric - Fire Station	$145	$0	-$145	
Telephone - Town Hall	$65	$3,600	$3,535	2%
Internet	$190	$2,600	$2,410	7%
Operating Supplies	$0	$8,000	$8,000	0%
Office Supplies	$509	$5,000	$4,491	10%
Postage	$0	$500	$500	0%
Elevator Service	$0	$5,000	$5,000	0%
Janitorial Supplies	$0	$500	$500	0%
Pest & Termite Control	$184	$4,500	$4,316	4%
Contracted Services	$9,130	$12,500	$3,370	73%
Professional Services				
IT	$599	$8,500	$7,901	7%
Auditor	$0	$12,000	$12,000	0%
Engineering / Surveying	$0	$3,000	$3,000	0%
Janitorial	$600	$9,300	$8,700	6%
Dues and Publications	$0	$1,200	$1,200	0%
Promotional	$30	$3,000	$2,970	1%
Capital Outlay	$0	$50,000	$50,000	0%
Other Infrastructure	$0	$82,000	$82,000	0%
CDBG-CV Grant	$0	$1,725,500	$1,725,500	0%
General Govt Operations	$22,479	$1,989,381	$1,966,902	

Town of Micanopy, Florida

For period ending October 31, 2026

	Actual	Budget 2027	Balance	
Legal				
Contractual- City Attorney	$0	$40,000	$40,000	0%
Contractual- Land Use	$0	$0	$0	
Advertisement	$1,136	$4,000	$2,864	28%
Total Legal	$1,136	$44,000	$42,864	
Land Development Planning				
Contractual - Planning Services	$0	$15,000	$15,000	0%
Advertisement	$0	$0	$0	
Total and Development Planning	$0	$15,000	$15,000	
Elections				
Expenses	$0	$3,500	$3,500	
Advertising	$0	$250	$250	
Postage	$0	$50	$50	
Total Elections	$0	$3,800	$3,800	
Total General Government	$36,728	$2,247,818	$2,211,090	
Public Works				
Personnel Services				
Salaries	$2,755	$34,500	$31,745	8%
Health Insurance	$966	$11,000	$10,034	9%
Overtime	$0	$2,500	$2,500	0%
Part-Time	$4,075	$50,928	$46,853	8%
FICA	$423	$5,452	$5,029	8%
Medicare	$99	$1,275	$1,176	8%
Retirement	$0	$0	$0	
Uniforms	$0	$500	$500	
Total Salaries and Benefits	$8,318	$106,155	$97,837	8%

Town of Micanopy, Florida

For period ending October 31, 2026

	Actual	Budget 2027	Balance	
Operating expenses				
Street Lights	$1,183	$20,000	$18,817	6%
Insurance - Auto	$1,383	$5,000	$3,617	28%
Insurance - Liability	$47	$400	$353	12%
Insurance - Property	$704	$3,100	$2,396	23%
Workmans Comp	$1,388	$5,500	$4,112	25%
School Signal Maintenance	$529	$900	$371	59%
Repairs and Maint- Equip	$0	$1,800	$1,800	0%
Operating Supplies	$144	$12,000	$11,856	1%
Uniforms	$0	$500	$500	0%
Professional Development	$0	$500	$500	
Vehicle Repair / Maintenance	$0	$750	$750	0%
Fuel	$0	$5,500	$5,500	0%
Street Maintenance	$0	$5,000	$5,000	0%
Tree Removal	$0	$7,500	$7,500	0%
Contract Services	$0	$7,500	$7,500	0%
Capital Outlay	$0	$380,000	$380,000	0%
Total Operating Supplies	$5,378	$455,950	$450,572	
Total Public Works	$13,696	$562,105	$548,409	
Public Safety				
Fire Safety Fund Contribution	$0	$135,000	$135,000	0%
Total Public Safety	$0	$135,000	$135,000	

Town of Micanopy, Florida

For period ending October 31, 2026

	Actual	Budget 2027	Balance	
Parks				
Operating expenses				
Utilities - parks	$480	$10,500	$10,020	5%
Insurance - Property	$1,038	$3,000	$1,962	35%
Maintenance & Repairs	$135	$3,500	$3,365	4%
Operating Supplies	$0	$10,000	$10,000	0%
Tree City	$0	$600	$600	0%
Special Events - Independence Day	$0	$7,500	$7,500	0%
Special Event - Light up Micanopy	$0	$1,500	$1,500	0%
Special Event -Halloween	$0	$500	$500	0%
Special Event - Other Events	$0	$1,500	$1,500	0%
Community Garden	$200	$0	-$200	
Wild Spaces Public Places	$0	$0	$0	
Capital Outlay	$0	$280,000	$280,000	0%
Totlal Parks	$1,853	$318,600	$316,747	
Total Expenditures	**$52,278**	**$3,263,523**	**$3,211,246**	
Net Revenue Over Expenses	**($26,261)**	**($0)**	**$24,260**	

Town of Micanopy, Florida

Solid Waste Fund

For period ending October 31, 2026

	Actual	Budget 2027	Balance	
Revenues				
Charges				
Solid Waste Charges	$9,965	$121,303	$111,338	8%
Total Charges	$9,965	$121,303	$111,338	
Total Revenues	**$9,965**	**$121,303**	**$111,338**	
Expenditures				
Contractual Services - Residential	$5,372	$66,900	$61,528	8%
Contractual Services - Commercial	$4,093	$48,253	$44,160	8%
Operating Supplies	$0	$150	$150	0%
Transfer to Water Fund	$0	$6,000	$6,000	0%
Total Expenditures	**$9,465**	**$121,303**	**$111,838**	
Net Revenue Over Expenses	**$500**	**$0**	**-$500**	

Town of Micanopy, Florida

Water Fund

For period ending October 31, 2026

	Actual	Budget 2027	Balance	
Revenues				
Operating Income				
Charges				
Water Use	$15,141	$229,900	$229,900	7%
Service Charge	$0	$8,000	$8,000	0%
Backflow Testing	$0	$4,500		
New Connection	$0	$0	$0	
Interest	$717	$8,000	$7,283	9%
Total Charges	$15,858	$250,400	$245,183	
Other				
Transfer from Solid Waste	$0	$6,000	$6,000	0%
Prior year retained earnings	$0	$11,989	$11,989	0%
SRF Grant / Loan - Planning & Design	$0	$0	$0	#DIV/0!
SRF Grant / Loan - construction	$0	$3,200,000	$3,200,000	0%
Prior year ARPA	$0	$301,542	$301,542	0%
Legislative Appropriations	$0	$0	$0	#DIV/0!
CDBG Grant meter replacement	$0	$650,000	$650,000	0%
Total Other	$0	$4,169,531	$4,169,531	
Total Revenues	**$15,858**	**$4,419,931**	**$4,414,714**	

Expenditures

Personnel Services				
Salaries - Operation	$8,058	$109,412	$101,354	7%
Overtime	$198	$5,500	$5,302	4%
Health Insurance	$966	$13,200	$12,234	7%
FICA	$512	$7,125	$6,613	7%
Medicare	$120	$1,666	$1,546	7%
Retirement	$75	$1,950	$1,875	4%
Uniforms	$0	$650	$650	0%
Workers Comp	$567	$2,000	$1,433	28%
Total personnel Services	$10,496	$141,503	$131,007	
Operating Expenses				
Contractual Services				
Water Operator	$674	$12,000	$11,326	6%
Audit	$0	$7,500	$7,500	0%
Annual Service Contract	$0	$12,500	$12,500	0%
Backflow Prevention	$0	$4,500	$4,500	0%
Billing Software	$0	$4,700	$4,700	0%
Professional Development	$0	$2,000	$2,000	0%
Uniforms	$0	$0	$0	
Postage	$0	$2,750	$2,750	0%
Utilities - Electricity	$0	$6,000	$6,000	0%
Utilities - Communication Line	$30	$750	$720	4%

Town of Micanopy, Florida

For period ending October 31, 2026

	Actual	Budget 2027	Balance	
Insurance				
Liability	$517	$4,500	$3,983	11%
Property	$1,429	$5,000	$3,571	29%
Maintenance				
Building	$0	$500	$500	0%
Equipment	$0	$2,500	$2,500	0%
Water Testing	$0	$5,500	$5,500	0%
Water Line Repairs	$0	$3,500	$3,500	0%
Operating Supplies	$0	$2,500	$2,500	0%
Office Supplies	$0	$500	$500	0%
Chemicals	$0	$6,000	$6,000	0%
Dues	$0	$1,500	$1,500	0%
Total Operating Expense	$2,650	$84,700	$82,050	
Total Personnel and Operating	$13,146	$226,203	$164,100	
Other				
Capital	$0	$5,000	$5,000	0%
Capital Improvement - Planning & Desig	$0	$301,542	$301,542	0%
Capital Improvement - Construction	$0	$3,200,000	$3,200,000	0%
Capital Improvement - Meters	$0	$650,000	$650,000	0%
Transfer to General Fund	$0	$1,750	$1,750	0%
Total Other Expenses	$0	$4,158,292	$4,158,292	
Total Water Fund Expenses	$13,146	$4,384,495	$4,322,392	
Net income/ (loss)	**$2,712**	**$35,436**	**$92,322**	

Town of Micanopy Florida

November 10, 2026

TOWN OF MICANOPY
AGENDA ITEM CORRESPONDENCE

TO: Mayor and Town Commission
FROM: Sara Samario, Town Administrator
SUBJECT: Monthly Financial Report—Period Ending September 30, 2026

BACKGROUND:
Attached for the Commission's review and acceptance is the financial report for the period ending September 30, 2026. The report presents revenues and expenditures compared with the adopted budget.

The General Fund currently reflects expenditures exceeding revenues by $29,438.69. This amount is preliminary and does not reflect all revenue attributable to Fiscal Year 2026. Certain revenues, including tax revenues collected by the State, are received and recorded after the close of the fiscal year. Recognition of these additional revenues is expected to reduce the reported deficit.

General Fund expenditures also include title search and survey costs associated with the MNAHP and Carson Roberts Sports Complex projects. The Town anticipates seeking reimbursement for these expenses through the Florida Recreation Development Assistance Program (FRDAP), subject to grant eligibility and approval.

Accordingly, the reported General Fund deficit should be considered in the context of pending revenue recognition and anticipated grant reimbursements. Final year-end results remain subject to closing adjustments.

RECOMMENDATION:
Staff recommends that the Commission accept the financial report for the period ending September 30, 2026.

ATTACHMENT:
Monthly Financial Report—September 2026

Town of Micanopy, Florida

General Fund

For period ending September 30, 2026

	Actual	Budget 2026	Balance	% Received
Revenues				
Taxes				
Ad Valorem	$250,624	$253,813	$3,189	99%
Fuel Taxes				
Fuel Tax - First Local	$34,940	$30,000	-$4,940	116%
Fuel Tax - Second Local	$25,239	$20,000	-$5,239	126%
Half-cent sales tax	$40,012	$40,000	-$12	100%
Franchise fees				
Electricity - Duke Energy	$55,129	$50,000	-$5,129	110%
Utility Service taxes				
Electricity - Duke Energy	$77,437	$60,000	-$17,437	129%
Propane	$2,213	$3,000	$787	74%
Communications	$35,656	$30,000	-$5,656	119%
Total Taxes	$521,250	$486,813	-$34,437	
Licenses and permits				
Occupational - Businesses	$2,690	$800	-$1,890	336%
Occupational License - Landlord	$1,320	$500	-$820	264%
Occupational License - Insur Co	$920	$500	-$420	184%
Permits - Zoning Compliance	$2,575	$1,500	-$1,075	172%
Permits - Special Events	$100	$500	$400	20%
Land Use	$650	$50	-$600	1300%
Total Licenses/permits	$8,255	$3,850	-$4,405	
Intergovernmental				
Wild Spaces Public Places	$45,476	$44,000	-$1,476	103%
Other Infrastructure Surtax	$45,476	$44,000	-$1,476	103%
Fines - Civil Traffic	$15,172	$14,000	-$1,172	108%
Mobile Home Licenses	$288	$300	$12	96%
Alcoholic Beverage Licenses	$489	$1,000	$511	49%
Traffic Signal Maintenace	$1,005	$1,050	$45	96%
Highway Lighting	$5,218	$5,100	-$118	102%
State Shared revenues	$29,856	$24,000	-$5,856	124%
Total Intergovernmental	$142,980	$133,450	-$9,530	

Town of Micanopy, Florida

For period ending September 30, 2026

	Actual	Budget 2026	Balance	
Other				
Interest	$50,648	$65,000	$14,352	78%
Rents	$12,476	$4,050	-$8,426	308%
Misc Revenue	$1,063	$1,000	-$63	106%
Other Reimbursements	$5,968	$1,000	-$4,968	597%
Prior Year WSPP Restricted	$0	$30,000	$30,000	0%
Prior Year Restricted	$39,248	$42,798	$3,550	
CDBG-CV Grant	$1,492,258	$2,934,000	$1,441,742	51%
Grants	$163,230	$300,000	$136,770	54%
Opioid Settlement	$1,142	$0	-$1,142	
Insurance Reimbursements	$3,260	$0	-$3,260	
Community Garden	$3,907	$0	-$3,907	
Total Other	$1,773,200	$3,377,848	$1,604,648	
Charges for Services				
Transfer in				
Water	$0	$1,500	$1,500	
Total Other Financing source	$0	$1,500	$0	
Total Revenues/Other	**$2,445,685**	**$4,003,461**	**$1,556,276**	

Town of Micanopy, Florida

For period ending September 30, 2026

	Actual	Budget 2026	Balance	
Expenditures				
Town Commission				
Personnel Services				
Salaries	$34,000	$33,600	-$400	101%
FICA	$2,108	$2,083	-$25	101%
Medicare	$493	$487	-$6	101%
Other Post Emplyment Benefits	$2,822	$2,650	-$172	106%
Total Salaries and Benefits	$39,423	$38,820	-$603	
Operating Expenses				
Professional Development	$4,840	$5,500	$660	88%
Capital Outlay	$0	$0	$0	
Total Operating Expenses	$4,840	$5,500	$660	
Total Town Commission	$44,263	$44,320	$57	

Town of Micanopy, Florida

For period ending September 30, 2026

	Actual	Budget 2026	Balance	
Town Administrator / Clerk				
Personnel Services				
Salaries	$87,927	$100,658	$12,731	87%
Overtime	$3,392	$2,500	-$892	136%
Health Insurance	$14,089	$14,850	$761	95%
FICA	$5,662	$6,396	$734	89%
Medicare	$1,324	$1,496	$172	89%
Professional Development	$1,070	$2,500	$1,430	43%
Total Salaries and Benefits	$113,464	$128,400	$14,936	
Operating expenses				
Workers Comp	$1,000	$1,000	$0	100%
Office Supplies	$5,160	$1,500	-$3,660	344%
Dues and Publications	$1,137	$1,500	$363	76%
Capital Outlay	$0	$0	$0	
Total Operating Expenses	$7,297	$4,000	-$3,297	
Total Town Administrator	$120,761	$132,400	$11,639	

Town of Micanopy, Florida

For period ending September 30, 2026

	Actual	Budget 2026	Balance	
General Government Operating				
Operations				
Insurance - Liability	$4,387	$4,387	$0	100%
Insurance - Property	$18,607	$18,607	$0	100%
Office Equipment Maintenance	$593	$4,000	$3,407	15%
Building Maintenance	$8,094	$5,000	-$3,094	162%
Utilities				
Electric - Town Hall	$9,775	$12,000	$2,225	81%
Electric - Museum	$822	$1,200	$378	69%
Electric - Archive	$2,392	$1,800	-$592	133%
Electric - Cemetery	$326	$550	$224	59%
Electric - Fire Station	$2,795	$5,000	$2,205	56%
Telephone - Town Hall	$2,271	$2,200	-$71	103%
Internet	$2,340	$2,600	$260	90%
Operating Supplies	$7,480	$6,500	-$980	115%
Office Supplies	$3,837	$5,000	$1,163	77%
Postage	$398	$500	$102	80%
Elevator Service	$4,266	$2,500	-$1,766	171%
Janitorial Supplies	$281	$300	$19	94%
Pest & Termite Control	$3,925	$3,500	-$425	112%
Contracted Services	$13,116	$12,500	-$616	105%
Professional Services				
IT	$7,310	$8,500	$1,190	86%
Auditor	$12,250	$10,000	-$2,250	123%
Engineering / Surveying	$0	$3,000	$3,000	0%
Janitorial	$7,900	$6,600	-$1,300	120%
Dues and Publications	$1,177	$1,200	$23	98%
Promotional	$1,319	$3,000	$1,681	44%
Capital Outlay - Other Infrastructure	$6,946	$50,000	$43,054	14%
CDBG-CV Grant	$1,497,888	$2,925,500	$1,427,612	51%
Grant - Vulnerability Assessment	$119,930	$0	-$119,930	
General Govt Operations	$1,740,425	$3,095,944	$1,355,519	

Town of Micanopy, Florida

For period ending September 30, 2026

	Actual	Budget 2026	Balance	
Legal				
Contractual- City Attorney	$37,173	$38,000	$827	98%
Contractual- Land Use	$93,385	$0	-$93,385	
Advertisement	$767	$4,000	$3,233	19%
Total Legal	$131,325	$42,000	-$89,325	
Land Development Planning				
Contractual - Planning Services	$25,023	$7,000	-$18,023	357%
Advertisement	$0	$1,500	$1,500	0%
Total and Development Planning	$25,023	$8,500	-$16,523	
Elections				
Expenses	$252	$3,500	$3,248	
Advertising	$0	$100	$100	
Postage	$0	$50	$50	
Total Elections	$252	$3,650	$3,398	
Total General Government	$2,062,049	$3,326,814	$1,264,765	
Public Works				
Personnel Services				
Salaries	$36,931	$33,313	-$3,618	111%
Health Insurance	$10,530	$11,000	$470	96%
Overtime	$1,369	$2,500	$1,131	55%
Part-Time	$41,671	$61,737	$20,066	67%
FICA	$4,958	$6,048	$1,090	82%
Medicare	$1,160	$1,414	$254	82%
Retirement	$0	$0	$0	
Uniforms	$647	$300	-$347	
Total Salaries and Benefits	$97,266	$116,312	$19,046	84%

Town of Micanopy, Florida

For period ending September 30, 2026

	Actual	Budget 2026	Balance	
Operating expenses				
Street Lights	$14,672	$21,208	$6,536	69%
Insurance - Auto	$4,996	$4,996	$0	100%
Insurance - Liability	$397	$397	$0	100%
Insurance - Property	$3,064	$3,064	$0	100%
Workmans Comp	$4,897	$5,500	$603	89%
School Signal Maintenance	$1,608	$675	-$933	238%
Repairs and Maint- Equip	$404	$1,800	$1,396	22%
Operating Supplies	$8,726	$10,000	$1,274	87%
Uniforms	$647	$300	-$347	216%
Professional Development	$0	$500	$500	
Vehicle Repair / Maintenance	$257	$750	$493	34%
Fuel	$5,776	$5,500	-$276	105%
Street Maintenance	$4,874	$5,000	$126	97%
Tree Removal	$2,400	$7,500	$5,100	32%
Contract Services	$0	$7,500	$7,500	0%
Capital Outlay	$62,748	$42,000	-$20,748	149%
Total Operating Supplies	$115,466	$116,690	$1,224	
Total Public Works	$212,732	$233,002	$20,270	
Public Safety				
Fire Safety Fund Contribution	$135,000	$135,000	$0	100%
Total Public Safety	$135,000	$135,000	$0	

Town of Micanopy, Florida

For period ending September 30, 2026

	Actual	Budget 2026	Balance	
Parks				
Operating expenses				
Utilities - parks	$8,907	$9,350	$443	95%
Insurance - Property	$3,290	$2,245	-$1,045	147%
Maintenance & Repairs	$5,044	$2,200	-$2,844	229%
Operating Supplies	$6,352	$4,000	-$2,352	159%
Tree City	$0	$600	$600	0%
Special Events - Independence Day	$8,077	$7,500	-$577	108%
Special Event - Light up Micanopy	$858	$1,500	$642	57%
Special Event -Halloween	$0	$500	$500	0%
Special Event - Other Events	$23	$750	$727	3%
Community Garden	$3,648	$0	-$3,648	
Wild Spaces Public Places	$17,944	$0	-$17,944	
Capital Outlay	$11,200	$280,000	$268,800	4%
Totlal Parks	$65,343	$308,645	$243,302	
Total Expenditures	**$2,475,124**	**$4,003,461**	**$1,528,338**	
Net Revenue Over Expenses	**($29,439)**	**($0)**	**$27,938**	

Town of Micanopy, Florida

Solid Waste Fund

For period ending September 30, 2026

	Actual	Budget 2026	Balance	
Revenues				
Charges				
Solid Waste Charges	$115,217	$121,303	$6,086	95%
Total Charges	$115,217	$121,303	$6,086	
Total Revenues	**$115,217**	**$121,303**	**$6,086**	
Expenditures				
Contractual Services - Residential	$58,575	$66,900	$8,325	88%
Contractual Services - Commercial	$43,241	$48,253	$5,012	90%
Operating Supplies	$0	$150	$150	0%
Transfer to Water Fund	$0	$6,000	$6,000	0%
Total Expenditures	**$101,816**	**$121,303**	**$19,487**	
Net Revenue Over Expenses	**$13,401**	**$0**	**-$13,401**	

Town of Micanopy, Florida

Water Fund

For period ending September 30, 2026

	Actual	Budget 2026	Balance	
Revenues				
Operating Income				
Charges				
Water Use	$203,559	$209,470	$5,911	97%
Service Charge	$5,614	$8,000	$2,386	70%
Backflow Testing	$0	$4,500		
New Connection	$5,500	$0	-$5,500	
Interest	$8,890	$8,000	-$890	111%
Total Charges	$223,563	$229,970	$1,907	
Other				
Transfer from Solid Waste	$6,000	$6,000	$0	100%
SRF Grant / Loan - Planning & Design	$106,763	$177,500	$70,737	60%
SRF Grant / Loan - construction	$106,763	$1,442,700	$1,335,937	7%
Prior year ARPA	$0	$301,542	$301,542	0%
Legislative Appropriations	$0	$371,000	$371,000	0%
CDBG Grant meter replacement	$0	$650,000	$650,000	0%
Total Other	$219,526	$2,948,742	$2,729,216	
Total Revenues	**$443,089**	**$3,178,712**	**$2,731,123**	

Expenditures

Personnel Services				
Salaries - Operation	$85,353	$98,937	$13,584	86%
Overtime	$12,849	$5,000	-$7,849	257%
Health Insurance	$11,032	$13,200	$2,168	84%
FICA	$6,089	$6,444	$355	94%
Medicare	$1,424	$1,507	$83	94%
Retirement	$1,950	$1,950	$0	100%
Workers Comp	$2,000	$2,000	$0	100%
Total personnel Services	$120,696	$129,038	$8,342	
Operating Expenses				
Contractual Services				
Water Operator	$12,361	$12,000	-$361	103%
Audit	$15,250	$7,500	-$7,750	203%
Annual Service Contract	$12,011	$12,500	$489	96%
Backflow Prevention	$6,150	$4,500	-$1,650	137%
Billing Software	$4,540	$3,200	-$1,340	142%
Professional Development	$0	$2,000	$2,000	0%
Uniforms	$545	$0	-$545	
Postage	$2,600	$2,500	-$100	104%
Utilities - Electricity	$3,186	$7,200	$4,014	44%
Utilities - Communication Line	$746	$750	$4	99%

Town of Micanopy, Florida

For period ending September 30, 2026

	Actual	Budget 2026	Balance	
Insurance				
Liability	$4,387	$4,387	$0	100%
Property	$5,017	$5,017	$0	100%
Maintenance				
Building	$1,966	$1,000	-$966	197%
Equipment	$131	$2,500	$2,369	5%
Water Testing	$4,117	$5,500	$1,383	75%
Water Line Repairs	$0	$2,000	$2,000	0%
Operating Supplies	$5,384	$1,500	-$3,884	359%
Office Supplies	$0	$750	$750	0%
Chemicals	$5,311	$7,000	$1,689	76%
Dues	$281	$1,500	$1,219	19%
Total Operating Expense	$83,983	$83,304	-$679	
Total Personnel and Operating	$204,679	$212,342	-$1,358	
Other				
Capital	$0	$5,000	$5,000	0%
Capital Improvement - Planning & Desig	$213,526	$742,600	$529,074	29%
Capital Improvement - Construction	$0	$1,442,700	$1,442,700	0%
Capital Improvement - Meters	$0	$650,000	$650,000	0%
Transfer to General Fund	$0	$1,500	$1,500	0%
Total Other Expenses	$213,526	$2,841,800	$2,628,274	
Total Water Fund Expenses	$418,205	$3,054,142	$2,626,916	
Net income/ (loss)	**$24,884**	**$124,570**	**$104,207**	

Town of Micanopy Florida

November 10, 2026

To Mayor and Town Commission
From Sara Samario, Town Administrator
Agenda Item Town Administrator Report — Informational only

Community Resource Center

Construction continues to progress, and the project remains on track to meet the December 1, 2026 grant deadline. The culvert at Easy Street has been installed, fulfilling a condition of the land sale. As part of the sale, Mark Gregg required access from U.S. 441 via Easy Street to his remaining property adjacent to the Community Resource Center.

Former Fire Station Lease

The tenant has requested an additional 30 days to secure financing. The proposed amendment would extend the financing deadline by 30 days, and the gym's opening is expected to move back. The rent and other financial terms would remain the same, and staff anticipates no other material changes to the lease.

No Commission action is requested.

Town of Micanopy Florida

November 10, 2026

To Mayor and Town Commission
From Sara Samario, Town Administrator
Agenda Item Light Up Micanopy
Item Type Information only

The Town will host **Light Up Micanopy on December 12 and 13, 2026**. This two-day celebration will replace the Holiday Stroll, which local merchants organized in previous years.

The event will feature holiday decorations downtown, a family movie night at the Herlong Mansion, live bands performing downtown on both days, visits from Santa and Mrs. Claus, and tree lightings at Town Hall and downtown. All activities are free and open to the public. The Town will share the schedule and additional details as plans are finalized.

The Town was awarded a **$10,000 grant** for the event and will seek donations and sponsorships. Staff expects the grant, the Town's existing Christmas budget, and sponsorship support to cover event costs without additional Town funding.

Town of Micanopy Florida

November 10, 2026

Town of Micanopy | Town Commission Agenda Correspondence
Submitted by Sara Samario, Town Administrator
Agenda item Woodard & Curran Task Order for the Watershed Master Plan
Action requested Approval

Background

The Town received a Hazard Mitigation Grant Program award to develop a Watershed Master Plan. Staff requests approval to enter into a task order with the Town's engineering firm, Woodard & Curran, to prepare the plan.

The plan will build on the vulnerability assessment recently completed by Woodard & Curran. It will evaluate where stormwater runoff contributes to flooding and help the Town identify and prioritize future drainage improvements. The plan will also help identify stormwater projects that could reduce nutrient loading and support the Town's Basin Management Action Plan (BMAP) requirements.

Fiscal impact

The total planning budget is $150,000. The grant provides up to $112,500 in reimbursement for eligible costs, and the Town's required 25% match is $37,500. This item covers development of the plan. Future construction projects will be considered separately.

Staff recommendation

Approve entering into a task order with Woodard & Curran to develop the Town of Micanopy Watershed Master Plan within the approved grant scope and project budget.

Recommended motion

Move to approve entering into a task order with Woodard & Curran to develop the Town of Micanopy Watershed Master Plan and authorize the Town Administrator to finalize and execute the task order, provided the scope is consistent with the grant agreement and the task order amount does not exceed $150,000.

Attachment I

Federal Funding Accountability and Transparency Act

Instructions and Worksheet

PURPOSE: The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent of this legislation is to empower every American with the ability to hold the government accountable for each spending decision. The FFATA legislation requires information on federal awards (federal assistance and expenditures) be made available to the public via a single, searchable website, which is http://www.usaspending.gov/.

The FFATA Sub-award Reporting System (FSRS) is the reporting tool the Florida Division of Emergency Management ("FDEM" or "Division") must use to capture and report sub-award and executive compensation data regarding first-tier sub-awards that obligate $25,000 or more in Federal funds (excluding Recovery funds as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5).

Note: This "Instructions and Worksheet" is meant to explain the requirements of the FFATA and give clarity to the FFATA Form distributed to sub-awardees for completion. All pertinent information below should be filled out, signed, and returned to the project manager.

ORGANIZATION AND PROJECT INFORMATION

The following information must be provided to the FDEM prior to the FDEM's issuance of a sub-award (Agreement) that obligates $25,000 or more in federal funds as described above. Please provide the following information and return the signed form to the Division as requested.

PROJECT #: 4673-305-P73

FUNDING AGENCY: Federal Emergency Management Agency

AWARD AMOUNT: $ 112,500.00

OBLIGATION/ACTION DATE: March 11, 2026

SUBAWARD DATE (if applicable): _____

UEID/SAM#: TCKVMNHB5GD9

UEID/SAM# +4: _____

*If your company or organization does not have a UEID/SAM number, you will need to obtain one from https://sam.gov/content/entity-registrationThe process to request a UEID/SAM number takes about ten minutes and is free of charge.

BUSINESS NAME: Town of Micanopy

DBA NAME (IF APPLICABLE): _____

PRINCIPAL PLACE OF BUSINESS ADDRESS: _____

ADDRESS LINE 1: PO Box 137

ADDRESS LINE 2: _____

ADDRESS LINE 3: _____

CITY Micanopy STATE FL ZIP CODE+4** 32667

PARENT COMPANY UEID/SAM# (if applicable): _____

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA#): _____

DESCRIPTION OF PROJECT (Up to 4000 Characters)

The Scope of Work for this Hazard Mitigation Grant Program (HMGP) Watershed Planning Program project, the Division shall coordinate with eligible Florida entities (Sub-Recipients) to produce a Watershed Master Plan (WMP) for credit under Community Rating System (CRS). This project is preceded by the WMP Pilot Program, which consisted of research and the creation of guidance materials to ensure a consistent statewide approach to WMP development.

The purpose of a Watershed Master Plan (WMP) is to equip communities with a decision-making tool aimed at reducing the risk of increased flooding from future conditions, such as new development, redevelopment, and the impacts of climate change and sea level rise, across a watershed or community. WMP's enable communities to understand current watershed behavior and flooding issues while proactively planning for future challenges driven by growth and climate-related factors.

This project shall result in the development of Watershed Master Plans (WMPs) for National Flood Insurance Program (NFIP) participating communities throughout Florida. These plans shall be conducted and developed in accordance with FEMA's standard practices for mitigation planning, ensuring maximum public engagement throughout the process.

The Sub-Recipient shall follow the Credit Criteria for Element WMP under CRS Activity 452.b (refer to the CRS Coordinator's Manual[2] and additional guidance materials). WMPs will be developed in alignment with the 2021 Addendum and the 2017 National Flood Insurance Program's Community Rating System Coordinator's Manual[2], among other requirements. The Sub-Recipient shall finalize the process by submitting their WMP to ISO/CRS for review and providing the Division with a signed letter from their applicable county's Local Mitigation Strategy (LMS) Chairperson attesting that the WMP shall be adopted in the Sub-Recipient's next LMS update.

Guidance materials produced in the WMP Pilot Program can be found at: https://www.floridadisaster.org/dem/mitigation/watershed-planning/.

[2] https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinators-manual_2017.pdf;
[2]CRS Coordinator's Manual

Verify the approved project description above, if there is any discrepancy, please contact the project manager.

PRINCIPAL PLACE OF PROJECT PERFORMANCE (IF DIFFERENT THAN PRINCIPAL PLACE OF BUSINESS): _____

ADDRESS LINE 1: _____

ADDRESS LINE 2: _____

ADDRESS LINE 3: _____

CITY _____ STATE _____ ZIP CODE+4** _____

CONGRESSIONAL DISTRICT FOR PRINCIPAL PLACE OF PROJECT PERFORMANCE:

**Providing the Zip+4 ensures that the correct Congressional District is reported.

EXECUTIVE COMPENSATION INFORMATION:

1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (a) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance (e.g. loans, grants, subgrants, and/or cooperative agreements, etc.) subject to the Transparency Act, as defined at 2 C.F.R. 170.320; , (b) $25,000,000 or more in annual gross revenues from U.S. Federal procurement contracts (and subcontracts) and Federal financial assistance (e.g. loans, grants, subgrants, and/or cooperative agreements, etc.) subject to the Transparency Act?

   Yes ☐ No ☒

If the answer to Question 1 is "Yes," continue to Question 2. If the answer to Question 1 is "No", move to the signature block below to complete the certification and submittal process.

2. Does the public have access to information about the compensation of the executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) Section 6104 of the Internal Revenue Code of 1986?

   Yes ☐ No ☒

If the answer to Question 2 is "Yes," move to the signature block below to complete the certification and submittal process. [Note: Securities Exchange Commission information should be accessible at http//www.sec.gov/answers/execomp.htm. Requests for Internal Revenue Service (IRS) information should be directed to the local IRS for further assistance.]

If the answer to Question 2 is "No" FFATA reporting is required. Provide the information required in the "TOTAL COMPENSATION CHART FOR MOST RECENTLY COMPLETED FISCAL YEAR" appearing below to report the "Total Compensation" for the five (5) most highly compensated "Executives", in rank order, in your organization. For purposes of this request, the following terms apply as defined in 2 C.F.R. Ch. 1 Part 170 Appendix A:

"Executive" is defined as "officers, managing partners, or other employees in management positions".

"Total Compensation" is defined as the cash and noncash dollar value earned by the executive during the most recently completed fiscal year and includes the following:

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

TOTAL COMPENSATION CHART FOR MOST RECENTLY COMPLETED FISCAL YEAR

(Date of Fiscal Year Completion _____)

Rank (Highest to Lowest)	**Name (Last, First, MI)**	**Title**	**Total Compensation for Most Recently Completed Fiscal Year**
1	N/A		
2			
3			
4			
5			

THE UNDERSIGNED CERTIFIES THAT ON THE DATE WRITTEN BELOW, THE INFORMATION PROVIDED HEREIN IS ACCURATE.

SIGNATURE: Signed by: Sara Samario 55376D9AE095468... _____

NAME AND TITLE: Sara Samario, Town Administrator

DATE: 8/3/2026

Town of Micanopy Florida

November 10, 2026

To Mayor and Town Commission
From Sara Samario, Town Administrator
Agenda Item Resolution Establishing Water Rates for Fiscal Year 2026–2027

Background

The Town Commission previously reviewed the proposed water rates for Fiscal Year 2026–2027 and directed staff to proceed with an approximately 10 percent adjustment. The attached resolution formalizes that direction by updating the residential and commercial rates established under Resolution 2025-10.

Proposed Rates

The base charge for residential and commercial customers would increase from $31.36 to $34.50 per billing cycle, an increase of $3.14. Usage charges would also increase by approximately 10 percent. Under the proposed schedule, the first tier would be $3.77 per 1,000 gallons, and the highest tier, for 10,001 gallons and up, would be $11.28 per 1,000 gallons. The attached resolution includes the full rate schedule.

Staff Recommendation

Staff recommends that the Town Commission adopt the resolution establishing the water rates for Fiscal Year 2026–2027 and specify the first billing cycle in which the new rates will apply.

Suggested Motion

Move to adopt Resolution No.2026-11, establishing residential and commercial water rates for Fiscal Year 2026–2027, with the new rates first applied to the December 2026 billing cycle.

RESOLUTION NUMBER 2026-11

A RESOLUTION OF THE TOWN OF MICANOPY, FLORIDA, PERTAINING TO WATER SERVICE AND ESTABLISHING RESIDENTIAL AND COMMERCIAL WATER RATES FOR FISCAL YEAR 2026–2027, REPEALING RESOLUTIONS IN CONFLICT, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Micanopy provides water service to residential and commercial customers within its water service territory.

WHEREAS, Chapter 35, Section 35-35 of the Town Code of Ordinances requires changes to water rates to be made by resolution.

WHEREAS, the Town Commission finds it necessary and in the interest of prudent management of public assets and business affairs to increase residential and commercial water rates for Fiscal Year 2026–2027.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF MICANOPY, FLORIDA, as follows.

SECTION ONE. The water rates are hereby amended as set forth below, representing an approximately ten percent increase over the rates established by Resolution 2025-10.

Residential base rate $34.50
Commercial base rate $34.50

Usage rates are stated per 1,000 gallons.

Water usage in gallons	Residential rate	Commercial rate
0 to 1,000	$3.77	$3.77
1,001 to 2,000	$4.24	$4.24
2,001 to 3,000	$4.69	$4.69
3,001 to 4,000	$5.16	$5.16
4,001 to 5,000	$5.64	$5.64
5,001 to 6,000	$6.11	$6.11
6,001 to 7,000	$7.51	$7.51
7,001 to 8,000	$8.46	$8.46
8,001 to 9,000	$9.39	$9.39
9,001 to 10,000	$10.33	$10.33
10,001 gallons and up	$11.28	$11.28

SECTION TWO. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION THREE. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION FOUR. This Resolution shall become effective immediately upon passage and adoption. The new rates shall first apply to the December 2026 billing cycle.

ADOPTED by an affirmative vote of a majority of a quorum present of the Town Commission of the Town of Micanopy, Florida, at a regular meeting on November 10, 2026.

ATTEST

_____ _____

Sara Samario, Town Administrator Jiana Williams, Mayor

Approved as to form and legal sufficiency

_____

A. Derek Folds, Town Attorney

Town of Micanopy Florida

November 10, 2026

TOWN OF MICANOPY
TOWN COMMISSION AGENDA CORRESPONDENCE

TO: Mayor Jiana Williams and Town Commissioners
FROM: Sara Samario, Town Administrator
DATE: [Meeting Date]
SUBJECT: Ordinance No. 2026-03 – Tree Protection and Canopy Management Ordinance

Background

The Town's existing tree protection ordinance was adopted in 2019 and established regulations primarily focused on protecting trees within designated canopy areas. Recognizing the importance of Micanopy's historic tree canopy and the need for clearer, more comprehensive regulations, the Town has undertaken a substantial review and rewrite of the existing ordinance.

The proposed Tree Protection and Canopy Management Ordinance represents a shift from the regulation of tree removal toward a more comprehensive approach to canopy preservation, responsible tree maintenance, and long-term urban forest management.

The proposed ordinance incorporates input from the Town's Tree Advisory Committee and professional arboricultural review, with particular attention to balancing tree preservation, private property rights, public safety, and reasonable development.

Summary of Proposed Changes

The proposed ordinance includes several significant changes:

- **Town-Wide Applicability:** Expands tree protection beyond the existing 25-foot Canopy Protection Zone to establish consistent standards throughout the Town, subject to applicable exemptions.
- **Tree Classifications:** Establishes objective classifications for Protected, Heritage, and Landmark Trees based on species, size, and significance.
- **Property Rights and Exemptions:** Recognizes applicable Florida law and provides exemptions for routine tree maintenance, emergency removal, certain activities near existing residences, and other qualifying circumstances.
- **Tree Permitting:** Establishes administrative procedures, review criteria, and timelines for tree removal permits, with decisions based on objective standards and qualified professional assessments when necessary.
- **Tree Replacement and Mitigation:** Establishes replacement requirements and mitigation alternatives to offset the loss of significant trees while recognizing property limitations and allowing flexibility where on-site replacement is impractical.

- **Professional Tree Care:** Incorporates nationally recognized arboricultural standards to encourage proper pruning, maintenance, and protection of tree root systems.
- **Municipal Urban Forest Management:** Establishes a framework for maintaining Town-owned trees, preserving historic streetscapes, and encouraging succession planting.
- **Administrative Responsibilities:** Clarifies the respective responsibilities of the Town Administrator, qualified arborists, Town Commission, and Tree Advisory Committee.

Fiscal Impact

Implementation may result in additional administrative responsibilities associated with tree permit review, inspections, and professional consultation.

The proposed ordinance also establishes tree replacement and mitigation requirements, including payments in lieu of replacement planting where applicable. Such revenues would support the Town's tree mitigation program.

The overall fiscal impact will depend upon permitting activity, the need for professional assistance, and the administration of mitigation funds.

Staff Comments

Micanopy's mature tree canopy is among the Town's most recognizable and valuable historic and environmental assets. Protecting this resource requires an approach that considers not only the preservation of existing trees but also their continued health, proper maintenance, and eventual replacement.

The proposed ordinance is intended to provide a more balanced and administratively practical framework than the existing regulations. It recognizes that significant trees contribute to the character of the entire community while acknowledging that property owners must retain reasonable use of their property and the ability to address legitimate safety and maintenance concerns.

The ordinance also establishes clearer expectations for development, provides opportunities for alternative mitigation, and encourages proactive management of the Town's urban forest.

Staff Recommendation

Staff recommends that the Town Commission consider **Ordinance No. 2026-03, Tree Protection and Canopy Management Ordinance, on second reading**, receive public comment, and provide any additional direction before the ordinance proceeds to final consideration.

Suggested Motion:

Move to approve Ordinance No. 2026-03, Tree Protection and Canopy Management Ordinance, on second reading.

Attachment: Proposed Ordinance No. 2026-03 – Tree Protection and Canopy Management Ordinance.

Town of Micanopy Florida

ORDINANCR NUMBER 2026-03

AN ORDINANCE OF THE TOWN OF MICANOPY, FLORIDA, RELATING TO TREE PROTECTION AND CANOPY MANAGEMENT; ESTABLISHING REGULATIONS FOR THE PROTECTION, PRESERVATION, MAINTENANCE, REMOVAL, REPLACEMENT, AND MITIGATION OF PROTECTED AND HERITAGE TREES; ESTABLISHING TREE CLASSIFICATIONS, TREE PROTECTION STANDARDS, PERMITTING AND ADMINISTRATIVE PROCEDURES, MITIGATION AND REPLACEMENT REQUIREMENTS, AND STANDARDS FOR THE MANAGEMENT OF THE MUNICIPAL URBAN FOREST; PROVIDING FOR THE ADMINISTRATION AND ENFORCEMENT OF SUCH REGULATIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

ARTICLE I

TREE PROTECTION AND CANOPY MANAGEMENT

Sec. 15-1. Title.

This Article shall be known and may be cited as the **Town of Micanopy Tree Protection and Canopy Management Ordinance.**

Sec. 15-2. Authority.

This Article is adopted pursuant to the Municipal Home Rule Powers Act, Chapter 166, Florida Statutes, the Constitution of the State of Florida, and other applicable provisions of state law.

Nothing in this Article shall be interpreted or enforced in a manner that conflicts with applicable state or federal law, including statutory exemptions or preemptions governing tree regulation, utility vegetation management plan adopted by the Town of Micanopy, or private property rights.

Town of Micanopy Florida

Sec. 15-3. Purpose.

The purpose of this Article is to preserve and enhance the Town's historic tree canopy through reasonable standards for tree protection, maintenance, and replacement while respecting private property rights, promoting public safety, and encouraging sound arboricultural practices.

The Town intends to:

1. Preserve significant trees that contribute to the historic character of Micanopy.
2. Promote proper tree care consistent with nationally recognized arboricultural standards.
3. Protect trees during development and construction.
4. Encourage long-term canopy preservation through succession planting.
5. Establish clear and objective administrative procedures.
6. Promote cooperation among property owners, qualified professionals, utilities, developers, and the Town.

Sec. 15-4. Legislative Findings.

The Town Commission finds that:

1. Micanopy's mature tree canopy is a defining feature of its historic character and community identity.
2. Healthy trees provide significant environmental, economic, and aesthetic benefits, including stormwater management, energy conservation, wildlife habitat, tourism, and improved quality of life.
3. Proper maintenance and periodic inspection are essential to preserving healthy trees and reducing hazards to persons and property.
4. Long-term preservation of the Town's urban forest depends upon accepted arboricultural practices and qualified professional judgment.
5. Private property rights are fundamental and shall be respected in the administration of this Article.
6. The regulations established herein are intended to balance private property rights with the Town's legitimate interest in preserving significant tree resources.

Sec. 15-5. Applicability.

This Article applies to all property located within the municipal boundaries of the Town of Micanopy unless specifically exempted herein.

This Article governs:

1. Removal of Protected Trees and Heritage Trees.
2. Development activities affecting protected trees.
3. Tree protection during construction.
4. Tree permits.
5. Maintenance of Town-owned trees.
6. Required tree replacement or mitigation.
7. Historic Streetscapes designated by the Town Commission.

Routine landscape maintenance shall not be regulated except as expressly provided in this Article.

Sec. 15-6. Administration.

Except where authority is expressly reserved to the Town Commission, the Town Administrator shall administer and enforce this Article.

The Town Administrator may:

1. Review permit applications.
2. Issue or deny permits.
3. Request additional information.
4. Consult with qualified professionals.
5. Approve mitigation measures authorized by this Article.
6. Interpret administrative provisions consistent with this Article.

The Town Administrator may designate qualified employees or consultants to perform administrative duties.

Sec. 15-7. State Law.

Nothing contained in this Article shall be construed to limit any exemption, protection, or right established by Florida law.

Where state law preempts municipal regulation, the applicable provisions of state law shall control.

Town of Micanopy Florida

ARTICLE II

DEFINITIONS

Sec. 15-8. Definitions.

For purposes of this Article, the following words and phrases shall have the meanings set forth below.

ANSI A300 Standards means the current American National Standards Institute standards governing tree care operations, as amended.

Arborist means an individual certified by the International Society of Arboriculture (ISA), or another nationally recognized credential approved by the Town Administrator.

Caliper means the diameter of nursery stock tree at 6”above the ground level or root ball.

Critical Root Zone (CRZ) means the minimum area surrounding a tree necessary to protect structural and absorbing roots. Unless otherwise approved by a Qualified Arborist, the Critical Root Zone extends one (1) foot radially for each one (1) inch of trunk diameter measured at Diameter at Breast Height.

Diameter at Breast Height (DBH) means the diameter of an existing tree measured four and one-half (4.5) feet above natural grade.

Development Activity means construction, grading, excavation, filling, paving, utility installation, demolition, or other land disturbance requiring Town approval.

Hazard Tree means a tree determined by a Qualified Arborist to present a moderate risk of failure, without options to reduce such risk, and likely to cause personal injury or significant property damage.

Heritage Tree means a tree meeting the criteria established in this Article because of its size, age, species, or historic significance.

Historic Streetscape means a roadway or public area designated by the Town Commission for enhanced canopy preservation.

Invasive Species means a non-native species whose introduction does or is likely to cause economic or environmental harm or harm to human health.

Specimen Species means specimen trees identified by the Town to be of notable interest or high value for their species because of their age, size, condition, historic habitat association, and/or

uniqueness. Protection of these species that are less than heritage size through preservation, relocation, or replacement will be determined on a tree-by-tree basis by the Town.

Landmark Tree means a Heritage Tree individually designated by resolution of the Town Commission because of exceptional historic, cultural, or ecological significance.

Protected Tree means a tree meeting the minimum size requirements established in this Article.

Qualified Arborist means an ISA Certified Arborist or other professional approved by the Town Administrator who is qualified to evaluate tree health, structure, risk, preservation, and maintenance.

Routine Maintenance means pruning and other accepted tree care practices performed in accordance with ANSI A300 Standards that do not constitute tree removal.

Town Arborist means a Qualified Arborist retained or designated by the Town to provide professional arboricultural services.

Town Tree means any tree located on Town-owned property or within a Town-maintained public right-of-way.

Tree means a self-supporting perennial woody plant that normally attains a mature height of at least fifteen (15) feet.

Tree Advisory Committee means the advisory committee established by the Town Commission to provide recommendations regarding urban forestry, public education, and long-range canopy planning. The Committee serves solely in an advisory capacity and has no permitting, enforcement, or regulatory authority.

Tree Protection Zone (TPZ) means the area surrounding a tree protected during construction to prevent injury to the trunk, roots, and canopy.

Tree Preservation Plan means a plan identifying trees proposed for preservation, protection measures, and mitigation associated with development.

Urban Forest means the collective population of trees located on public and private property within the Town.

Town of Micanopy Florida

ARTICLE III

TREE CLASSIFICATION AND PROTECTION

Sec. 15-9. Purpose.

The purpose of this Article is to classify trees according to their significance to the Town's urban forest and establish reasonable standards for their protection, preservation, maintenance, and removal.

The protection and preservation of trees on public and private property within the Town is not only desirable for aesthetic value, but essential to present and future health, safety, and welfare of its citizens.

Nothing in this Article shall be construed to prohibit reasonable maintenance or to prevent the removal of hazardous trees or trees exempt under Florida law.

DIVISION 1.

Tree Classification

Sec. 15-10. Classification.

Trees regulated under this Article shall be classified as follows:

(A) Exempt Trees

The following trees are exempt from the permitting requirements of this Article unless otherwise specifically provided:

1. Dead trees.
2. Invasive species identified by FLPPC USDA, FDCA or by Town resolution.
3. Trees below the minimum protected diameter.
4. Agricultural crops.

Town of Micanopy Florida

(B) Protected Trees

Protected Trees are healthy trees meeting the minimum diameter requirements established in Section 15-11.

(C) Heritage Trees

Heritage Trees are trees of exceptional size, age, or historic significance that receive enhanced protection under this Article.

(D) Landmark Trees

Landmark Trees are individually designated by resolution of the Town Commission because of extraordinary historic, cultural, ecological, or community significance.

No privately owned tree shall be designated as a Landmark Tree without the written consent of the property owner.

Sec. 15-11. Protected Tree Size Standards.

The following minimum diameters, measured at Diameter at Breast Height (DBH), shall constitute Protected Trees.

Species	Minimum DBH
Longleaf Pine	8 inches
Live Oak	8 inches
Bald Cypress	8 inches
Southern Magnolia	8 inches
Red Cedar	8 inches
American Elm	8 inches
Native Hickories	8 inches
Specimen Species	TBD inches based on Evaluation Criteria established in sec.15-16

Palm species shall be regulated only when designated as Heritage or Landmark Trees.

Sec. 15-12. Heritage Trees.

A tree shall qualify as a Heritage Tree if it meets one or more of the following criteria:

1. Live Oak measuring 20 inches DBH or greater.
2. Bald Cypress measuring 20 inches DBH or greater.
3. Southern Magnolia measuring 20 inches DBH or greater.
4. Long leaf Pine measuring 20 inches DBH or greater
5. A Champion Tree, those trees that have been identified by the Florida Forest Service being the largest of their species within the State of Florida or by American Forests as the largest of their species in the United States.
6. A tree designated by resolution of the Town Commission because of its historic, cultural, ecological, or community significance.

Sec. 15-13. Historic Streetscapes.

The Town Commission may designate Historic Streetscapes by resolution.

Within designated Historic Streetscapes, the Town shall encourage:

- preservation of mature canopy trees;
- succession planting;
- coordinated tree maintenance; and
- replacement planting where practical.

Routine maintenance consistent with this Article shall remain permitted.

DIVISION 2.

Tree Protection Standards

Sec. 15-14. General Standards.

Protected Trees and Heritage Trees shall be preserved whenever reasonably practicable.

When preservation is not feasible, the following order of preference shall apply:

1. Preserve.
2. Relocate.

Town of Micanopy Florida

3. Minimize impacts.
4. Replace.
5. Remove with Mitigation

Public safety shall remain the Town's highest priority.

Sec. 15-15. Protection During Development.

Development activities shall avoid unnecessary injury to Protected Trees and Heritage Trees.

Where development occurs adjacent to a Protected Tree, the Town Administrator may require reasonable measures including:

1. Tree protection fencing.
2. Protection of the Critical Root Zone a radius of 4X DBH/12" around the base of the tree
3. Root pruning performed in accordance with accepted arboricultural practices.
4. Monitoring by a Qualified Arborist when warranted by the proposed activity.
5. Tree Protection zone equals a radius of 1' per 1"
6. Fill regulations including, but not limited to, restricting grade changes. Requirements imposed under this section shall be reasonably related to the anticipated impacts of the development.

Sec. 15-16. Evaluation Criteria.

When reviewing activities affecting Protected Trees or Heritage Trees, the Town shall consider:

1. Species.
2. Size.
3. Age.
4. Health.
5. Structural condition.
6. Historic significance.
7. Ecological value.
8. Public safety.
9. Construction impacts.
10. Recommendations of a Qualified Arborist.
11. Location/proximity to Historic Streetscapes or other historic assets

No single factor shall be controlling.

Permit decisions shall not be based solely upon aesthetic considerations.

DIVISION 3.

Maintenance Standards

Sec. 15-17. Routine Maintenance.

Routine maintenance performed in accordance with ANSI A300 Standards does not require a permit unless otherwise expressly provided in this Article.

Routine maintenance includes:

1. Structural pruning.
2. Crown cleaning.
3. Crown restoration.
4. Removal of dead or diseased limbs.
5. Other accepted arboricultural practices that do not constitute tree removal.

Sec. 15-18. Prohibited Practices.

Unless specifically recommended in writing by a Qualified Arborist or otherwise authorized by this Article, the following practices are prohibited on Protected Trees and Heritage Trees:

1. Tree topping.
2. Lion-tailing.
3. Excessive root cutting.
4. Grade changes within the Critical Root Zone.
5. Storage of construction materials within a Tree Protection Zone.
6. Intentional injury or destruction of a protected tree.

Sec. 15-19. Heritage Tree Maintenance.

Owners of Heritage Trees are encouraged to:

1. Conduct periodic inspections.
2. Perform structural pruning when appropriate.

3. Remove hazardous limbs.
4. Protect root systems from construction damage.
5. Maintain the long-term health and structural integrity of the tree including the root system..

The Town may provide educational materials or technical assistance regarding Heritage Tree maintenance. Heritage tree care could potentially qualify for Tree Mitigation Funding based on Evaluation Criteria described in Sec. 15-16

DIVISION 4.

Removal Standards

Sec. 15-20. Removal of Protected Trees.

A Protected Tree may be removed when:

1. The tree is dead.
2. The tree is hazardous.
3. The tree is irreparably diseased.
4. Removal is necessary to accommodate approved development.
5. Removal is necessary for public infrastructure.
6. Removal is otherwise authorized by this Article or applicable Florida law.

Sec. 15-21. Removal of Heritage Trees.

A Heritage Tree may be removed only when:

1. It has been determined to be hazardous by a Qualified Arborist;
2. It is dead or irreparably diseased;
3. It cannot reasonably coexist with necessary public infrastructure;
4. Removal is otherwise authorized by this Article or required by applicable law.

Because of their exceptional value to the community, Heritage Trees shall receive the highest level of protection provided by this Article.

Town of Micanopy Florida

Sec. 15-22. Property Rights.

This Article shall not be interpreted or applied so as to deny all reasonable use of private property or to create an unconstitutional taking.

Where more than one reasonable interpretation exists, the interpretation that is consistent with Florida law while preserving significant tree resources shall be preferred.

ARTICLE IV

TREE PERMITS AND ADMINISTRATIVE PROCEDURES

DIVISION 1.

Permit Requirements

Sec. 15-23. Tree Permit Required.

Except as otherwise provided in this Article, a Tree Permit shall be required for:

1. Removal of a Protected Tree.
2. Removal of a Heritage Tree.
3. Development activity within the Tree Protection Zone of a Protected or Heritage Tree.
4. Construction resulting in substantial disturbance of the Critical Root Zone of a Protected or Heritage Tree.
5. Relocation of a Protected or Heritage Tree.
6. Any activity specifically identified elsewhere in this Article as requiring a permit.

No permit shall be required for activities expressly exempted by this Article or applicable Florida law.

Sec. 15-24. Permit Exemptions.

A Tree Permit shall not be required for:

1. Routine maintenance performed in accordance with ANSI A300 Standards.
2. Removal of dead or diseased limbs.
3. Crown cleaning, structural pruning, or crown restoration.
4. Removal of invasive species identified by the Town.
5. Emergency removal authorized under Section 15-31.

6. Utility vegetation management plan adopted by the Town of Micanopy or any such plan authorized by state law.
7. Maintenance exempt under Florida law.
8. Removal of trees that do not meet the definition of a Protected Tree.
9. Protected trees within the 20' envelope of an existing, permanent residential unit
10. Heritage trees within a 10' envelope of existing, permanent residential units
11. Silvicultural operations utilizing Best Management Practices as published by the Florida Department of Agriculture and Consumer Services, Florida Forest Service with an approved plan provided to the Town

Absence of a Tree Permit requirement does not exclude mitigation requirements.

DIVISION 2.

Permit Applications

Sec. 15-25. Application.

Applications shall be submitted to the Town Administrator on forms approved by the Town.

Applications shall include, as applicable:

1. Property address.
2. Property owner information.
3. Tree location.
4. Species.
5. Diameter at Breast Height (DBH).
6. Description of the proposed work.
7. Site sketch or survey.
8. Photographs.
9. Proposed mitigation, if required.
10. Arborist report, when required by Section 15-26.

The Town Administrator may waive information unnecessary for review of a particular application.

Sec. 15-26. Arborist Reports.

A report prepared by a Qualified Arborist may be required only when reasonably necessary to evaluate:

1. Heritage Trees.
2. Structural defects.
3. Hazard conditions.
4. Development impacts.
5. Root disturbance.
6. Alternative preservation measures to mitigate risk and impact

An arborist report shall not be required where the condition of the tree is readily apparent or sufficient information is otherwise available.

DIVISION 3.

Administrative Review

Sec. 15-27. Review Authority.

The Town Administrator shall review all applications for completeness and compliance with this Article.

The Town Administrator may:

1. Approve the application.
2. Approve the application with reasonable conditions.
3. Request additional information.
4. Deny the application.

The Town Administrator may consult the Town Arborist or another Qualified Arborist whenever specialized expertise is needed.

Sec. 15-28. Review Standards.

Permit decisions shall be based upon competent substantial evidence and the following factors, as applicable:

1. Tree health.
2. Structural condition.
3. Species.
4. Size.
5. Historic significance.

Town of Micanopy Florida

6. Public safety.
7. Development impacts.
8. Alternatives to removal.
9. Recommendations of a Qualified Arborist.
10. Applicable provisions of Florida law.
11. Location/proximity to Historic Streetscapes or similar historic assets

No permit shall be denied solely because a tree contributes to neighborhood aesthetics.

Sec. 15-29. Conditions of Approval.

The Town Administrator may impose reasonable conditions necessary to minimize impacts on protected trees, including:

1. Tree protection fencing.
2. Root protection measures.
3. Timing of construction.
4. Replacement planting.
5. Mitigation.
6. Arborist monitoring.

Conditions shall be directly related to the proposed activity.

Sec. 15-30. Time for Decision.

Complete applications shall be reviewed within:

- Ten (10) business days for routine applications.
- Twenty (20) business days when consultation with a Qualified Arborist is required.

If additional information is requested, the review period shall be suspended until the requested information is received.

Town of Micanopy Florida

DIVISION 4.

Emergency Actions

Sec. 15-31. Emergency Removal.

A tree presenting an imminent threat to life, public safety, or significant property damage may be removed without prior approval.

When practicable, the property owner shall:

1. Photograph the tree before removal.
2. Retain documentation supporting the emergency.
3. Notify the Town within five (5) business days if the tree would otherwise have required a permit.

The Town Administrator may request documentation from a Qualified Arborist to verify the emergency condition.

Sec. 15-32. Emergency Authorization.

When immediate action is necessary to protect public safety or critical public infrastructure, the Town Administrator may authorize emergency work without prior permit issuance.

The basis for the emergency determination shall be documented as required by Florida Statue section 163.0454 filed with the city within 2 weeks.

DIVISION 5.

Permit Duration and Appeals

Sec. 15-33. Permit Expiration.

Unless otherwise stated, a Tree Permit shall expire one (1) year after issuance.

The Town Administrator may grant one extension upon a showing of good cause.

Town of Micanopy Florida

Sec. 15-34. Appeals.

Any person aggrieved by a final administrative decision under this Article may appeal the decision to the Town Commission within thirty (30) days.

The Town Commission shall review:

1. The administrative record.
2. Applicable law.
3. Competent substantial evidence presented by the parties.

The Commission may affirm, reverse, modify, or remand the decision.

The Commission's decision shall constitute final administrative action.

Sec. 15-35. Administrative Waivers.

The Town Administrator may approve minor deviations from technical requirements when the deviation:

1. Furthers the purposes of this Article.
2. Does not adversely affect public safety.
3. Protects the health of the affected tree.
4. Is supported by accepted arboricultural practices.

Administrative waivers shall not waive requirements imposed by state law or materially reduce the protections established by this Article.

ARTICLE V

ADMINISTRATION AND ENFORCEMENT

DIVISION 1.

Administration

Sec. 15-36. Administration.

Except where authority is expressly reserved to the Town Commission, the Town Administrator shall administer and enforce this Article.

The Town Administrator may:

1. Review and act upon permit applications.
2. Interpret and administer this Article.
3. Consult with the Town Arborist or other qualified professionals.
4. Conduct or authorize inspections as permitted by law.
5. Approve mitigation measures and permit conditions authorized by this Article.
6. Issue written administrative determinations.
7. Delegate ministerial duties to qualified Town employees.

Sec. 15-37. Town Arborist.

The Town Administrator may retain or designate a Qualified Arborist to assist in administering this Article.

The Town Arborist may:

1. Evaluate tree health and structural condition.
2. Review arborist reports.
3. Conduct tree risk assessments.
4. Recommend preservation or mitigation measures.
5. Provide technical advice to the Town Administrator and Town Commission.

The Town Arborist serves in an advisory capacity and shall not issue permits unless specifically authorized by the Town Administrator.

Sec. 15-38. Professional Consultation.

When specialized expertise is required, the Town Administrator may consult with qualified professionals, including:

1. ISA Certified Arborists.
2. Landscape Architects.
3. Professional Engineers.
4. Foresters
5. Environmental professionals.
6. Historic preservation specialists.

Professional recommendations may be considered in administrative decisions but shall not replace the Town Administrator's authority.

Town of Micanopy Florida

DIVISION 2.

Tree Advisory Committee

Sec. 15-39. Establishment.

The Tree Advisory Committee is established as an advisory body to the Town Commission.

Sec. 15-40. Duties.

The Committee may advise the Town Commission regarding:

1. Urban forestry initiatives.
2. Heritage Tree nominations.
3. Historic Streetscape planning.
4. Public education.
5. Arbor Day and Tree City USA activities.
6. Municipal tree planting programs.
7. Long-range canopy planning.

Sec. 15-41. Limitations.

The Committee shall have no authority to:

1. Regulate private property.
2. Issue or deny permits.
3. Interpret this Article.
4. Conduct enforcement actions.
5. Direct Town employees.
6. Supervise contractors.
7. Enter private property without lawful authority.

All recommendations of the Committee are advisory unless adopted by the Town Commission.

Town of Micanopy Florida

DIVISION 3.

Inspections

Sec. 15-42. Inspections.

The Town may inspect property subject to a permit issued under this Article to determine compliance with permit conditions.

Inspections of private property shall occur only:

1. With the consent of the owner or occupant;
2. Pursuant to lawful administrative authority;
3. Pursuant to a valid warrant; or
4. As otherwise authorized by law.

Nothing in this Article authorizes entry onto private property in violation of constitutional protections.

DIVISION 4.

Violations

Sec. 15-43. Violations.

It shall be unlawful to:

1. Remove a Protected Tree or Heritage Tree without a required permit.
2. Violate a condition of an approved Tree Permit.
3. Intentionally damage or destroy a Protected Tree or Heritage Tree.
4. Remove or alter required tree protection fencing during construction.
5. Submit materially false information in support of an application under this Article.

Sec. 15-44. Stop Work Orders.

When work is being performed in violation of this Article, the Town Administrator may issue a written Stop Work Order applicable only to the portion of the work affecting protected trees.

Work may resume when the violation has been corrected or authorization is granted by the Town Administrator.

Sec. 15-45. Corrective Action.

As a condition of resolving a violation, the Town Administrator may require one or more of the following:

1. Replacement planting.
2. Additional tree protection measures.
3. Corrective pruning.
4. Soil restoration.
5. Arborist monitoring.
6. Other reasonable mitigation directly related to the violation.
7. Fines

Corrective measures shall be proportional to the nature and extent of the violation.

DIVISION 5.

Enforcement

Sec. 15-46. Remedies.

Violations of this Article may be enforced through any lawful means authorized by the Town Code and Florida law, including:

1. Code enforcement proceedings.
2. Civil citations, if authorized by ordinance.
3. Injunctive relief.
4. Other remedies authorized by law.

The remedies provided by this Article are cumulative.

Town of Micanopy Florida

Sec. 15-47. Administrative Interpretation.

Questions regarding the interpretation of this Article shall be decided by the Town Administrator after consultation with the Town Attorney when appropriate.

Interpretations shall be:

1. Consistent with the purpose of this Article;
2. Based upon objective standards;
3. Consistent with applicable law.

Sec. 15-48. Liability.

Nothing contained in this Article shall be construed to:

1. Create a duty upon the Town to inspect or maintain trees located on private property;
2. Relieve a property owner of responsibility for maintaining trees located on private property; or
3. Impose liability upon the Town for failure to identify or correct hazardous tree conditions on private property.

ARTICLE VI

MITIGATION AND REPLACEMENT

DIVISION 1.

Purpose

Sec. 15-49. Purpose.

The purpose of this Article is to establish uniform standards for mitigation when removal of Protected Trees or Heritage Trees is authorized under this Article.

Mitigation shall reasonably offset the loss of tree canopy while recognizing the practical limitations of individual sites and protecting private property rights.

Mitigation requirements shall be proportional to the impacts of the approved activity.

Protected trees shall be replaced on the same lot or adjacent lot/s under common ownership based on the size of the tree proposed to be removed at rates in the chart below

Heritage Trees shall be replaced on the same lot or adjacent lot/s under common ownership at a rate of 1" caliper replacement trees for every 1" of DBH. Replacement trees shall not exceed 3" in caliper each

If it is demonstrated by the applicant that it is not feasible to provide all or some of the required replacement trees on the same lot or adjacent lot/s under common ownership, then a fee in lieu of replacement shall be made to the Town's Tree Mitigation Fund. This payment shall be made prior to issuance of the tree removal permits or certificate of occupancy for any building related to an approved site plan.

Size of Removed Tree (DBH)	Number of Replacement Trees Required	Tree Mitigation Fee In lieu of Replacement
8" - 17.9"	Replacement tree = 3" caliper	$300/tree removed
18"-29.9"	Replacement trees = 16" caliper	$2400/tree removed
>/=30"-	1" for 1"	$100/ inch removed

DIVISION 2.

Replacement Trees

Sec. 15-50. Replacement Required.

Removal of a Protected Tree or Heritage Tree may require replacement planting unless:

1. Replacement is impracticable because of site limitations;
2. The tree was removed due to an emergency;
3. Replacement is prohibited by another governmental agency; or
4. The Town Administrator determines mitigation is unnecessary based on Evaluation Criteria of trees to be removed.

Sec. 15-51. Replacement Standards.

Replacement trees shall:

1. Be a species suitable for the site.

2. Be native or well-adapted to North Central Florida.
3. Meet the current Florida Grades and Standards for Nursery Plants Florida # 1 quality
4. Be installed according to accepted arboricultural practices.

Unless otherwise approved, replacement trees shall be a minimum of

- 1.5” inch caliper for deciduous trees; or
- Six (6) feet in height for conifers.
- Replacement trees shall not exceed 3” in and shall not be less than 1” in caliper.

Sec. 15-52. Species Selection.

Priority shall be given to species that contribute to Micanopy's historic canopy, including:

- Live Oak
- Native White Oak Species
- Southern Magnolia
- Bald Cypress
- Red Cedar
- American Elm
- Native Hickories
- Long Leaf Pine
- American Holly
- Florida Maple
- Red Maple
- Hop Hornbeam
- Other native canopy species approved by the Town.

The Town Administrator may approve alternative species where site conditions warrant.

DIVISION 3.

Mitigation

Sec. 15-53. Mitigation.

When replacement planting alone will not reasonably compensate for the loss of canopy, additional mitigation may be required.

Mitigation may include:

1. Additional replacement trees;
2. Preservation of existing mature trees;
3. Enhanced tree protection during construction;
4. Soil improvement;
5. Root zone restoration;
6. Other comparable measures approved by the Town Administrator.
7. Fee in lieu payments based on the cost of replacement

Mitigation shall be reasonably related to the impacts of the approved activity.

Sec. 15-54. Preservation Credit.

The Town Administrator may reduce mitigation requirements when an applicant preserves existing mature Protected Trees beyond those otherwise required to remain based on Evaluation criteria established in Sec. 15-16 and Sec 15-28.

Credit may also be granted for:

- preservation of Heritage Trees;
- exceptional tree protection measures;
- preservation of significant canopy coverage.

DIVISION 4.

Alternative Compliance

Sec. 15-55. Alternative Compliance.

Where replacement planting cannot reasonably occur on the subject property, the Town Administrator may approve one or more of the following:

1. Off-site planting on Town property;
2. Planting on other property approved by the Town;
3. Fee in-lieu payment to a Town tree mitigation established by the Town Commission;
4. Mitigation by fee in lieu of replacement payment. (1) If relocation or mitigation by replacement are not feasible, a fee may be paid to the Town of Micanopy in lieu of replacement planting prior to issuance of a Permit. (2) Replacement trees may be

satisfied by a fee-in-lieu payment to the Town of Micanopy for the purchase and relocation of a like tree. The payment amount shall be in the fee schedule and based on the average cost of the purchase, installation, and maintenance for one (1) year of an equivalent number of replacement trees or actual cost of removing and replanting protected trees.

5. Town establishes a Tree Mitigation Fund and adopts a resolution on how to use those funds

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Sec. 15-56. Timing.

Required replacement trees shall be planted:

1. Prior to issuance of a Certificate of Occupancy;
2. Prior to final inspection; or
3. Within a reasonable period established by the Town Administrator.

Where seasonal conditions make planting impractical, the Town Administrator may extend the planting deadline.

Sec. 15-57. Maintenance.

Replacement trees shall be maintained in healthy condition for two (2) years following planting.

Trees that die during the maintenance period shall be replaced or pay a fee in lieu of replacement of tree removed

Replacement shall not be required when loss results solely from hurricanes, floods, lightning, or other natural disasters beyond the control of the property owner.

ARTICLE VII

MUNICIPAL URBAN FOREST

Sec. 15-58. Urban Forest Policy.

The Town recognizes its urban forest as an important public asset contributing to Micanopy's historic character, environmental quality, public safety, and quality of life.

Town of Micanopy Florida

The Town shall promote responsible stewardship of public trees through sound arboricultural practices, long-term planning, and succession planting.

Sec. 15-59. Municipal Tree Management.

Subject to available funding, the Town shall:

1. Inspect and maintain Town-owned trees.
2. Remove hazardous public trees.
3. Replace public trees when practical.
4. Preserve historic canopy corridors.
5. Utilize qualified arborists when specialized expertise is required.

Sec. 15-60. Urban Forest Management Plan.

The Town Administrator may prepare and periodically update an Urban Forest Management Plan addressing:

- public tree inventory;
- maintenance priorities;
- replacement planting;
- canopy preservation;
- grant opportunities; and
- long-term management objectives.

The Management Plan is intended as an administrative planning document and does not create regulatory requirements applicable to private property.

Sec. 15-61. Historic Streetscape Management.

The Town shall encourage coordinated maintenance and succession planting within designated Historic Streetscapes to preserve the continuity of the historic canopy.

Town of Micanopy Florida

Sec. 15-62. Public Education.

The Town may promote educational programs regarding proper tree care, Arbor Day, Tree City USA participation, and voluntary preservation of significant trees.

SECTION 2. REPEAL OF CONFLICTING PROVISIONS.
All ordinances or portions of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 3. SEVERABILITY.
If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as rendering invalid or unconstitutional the remaining provisions of this Ordinance.

SECTION 4. CODIFICATION.
It is the intention of the Town Commission that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Micanopy, Florida; and that the sections of this Ordinance may be renumbered or relettered and the word "Ordinance" may be changed to "Section," "Article," or such other appropriate word or phrase in order to accomplish such intention.

SECTION 5. EFFECTIVE DATE.
This Ordinance shall become effective immediately upon its passage and adoption, unless otherwise provided by law.

PASSED AND ADOPTED by the Town Commission of the Town of Micanopy, Florida, this ____ day of _____, 2026.

TOWN OF MICANOPY, FLORIDA

Jiana Williams, Mayor

Town of Micanopy Florida

ATTEST:

Sara Samario, Town Administrator

Approved as to form and legal sufficiency:

Town Attorney

First Reading: _____
Second Reading/Public Hearing: _____