



Regular Commission Meeting October 13, 2026 Agenda

Tuesday, October 13, 2026 at 7:00 PM

706 NE Cholakka BLVD

CALL TO ORDER

INVOCATION AND PLEDGE OF ALLEGIANCE TO FLAG

ROLL CALL

CONSENT AGENDA

1. Agenda Approval
2. Meeting minutes of:
Tentative Budget Hearing 9-7-2026,
Regularly Called Meeting 9-8-2026
Final Budget Hearing 9-23-2026

GUESTS

3. Micanopy Branch Library Update
4. Willie Mae Stokes Community Center
5. Girl Scout Troop 452

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

CITIZEN'S FORUM

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

TOWN COMMISSION LIAISON REPORTS

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

CITIZEN BOARD AND COMMITTEE REPORTS

9. Planning and Historic Preservation Board
10. Tree Committee

TOWN ATTORNEY REPORT

REVIEW AND ACCEPTANCE OF FINANCIAL TRANSACTIONS AND REPORTS

TOWN ADMINISTRATOR REPORT

11. Report

12. Hunter Avenue Road Condition and Potential Improvements

NEW BUSINESS

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

Presented by James Moore & Associates

14. Proclamation Declaring October 21, 2026 as "Lights on Afterschool Day" in Micanopy, FL

15. Ordinance 2026-03, Tree Ordinance

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

17. Tree Committee Application for Appointment

UNFINISHED BUSINESS

18. Proposed Personnel Policy for FY27

TOWN COMMISSIONER REPORTS

19. Commissioner (Seat 1) Judy Galloway

20. Commissioner (Seat 3) David Massey

21. Commissioner (Seat 4) Kevin Putansu

22. 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.

TOWN OF MICANOPY, FLORIDA

TENTATIVE BUDGET HEARING

September 7, 2026

The Tentative Budget Hearing of the Town of Micanopy was called to order at 6:00 p.m. on Monday, September 7, 2026.

Invocation

An invocation was offered prior to the start of the hearing.

Roll call: Mayor Jiana Williams, Commissioner

Tentative Millage Rate

The Commission considered Resolution 2026-06, adopting the tentative levy of ad valorem taxes for Fiscal Year 2026–2027 at a millage rate of **5.2 mills**.

It was explained that the proposed millage rate has remained generally consistent for the past several years. While existing homesteaded properties are expected to see little change in taxes, new construction and property sales may result in increased ad valorem revenue. Required notices regarding the proposed tax increase and the applicable rollback rate will be included as required.

Motion: Commissioner Galloway moved to approve Resolution 2026-06.

Second: Commissioner Westberg.

Vote: Motion carried with all members present voting in favor.

Fiscal Year 2026–2027 Tentative Budget

The Commission reviewed the proposed operating budget for Fiscal Year 2026–2027. Staff noted that the budget document includes financial information, community demographics, historical information, and an overview intended to make the budget accessible to residents and other interested parties.

The Commission expressed appreciation for the presentation and organization of the budget document.

Staff also reported that the Town's Fiscal Year 2024–2025 audit had been completed and submitted to the State. The audit was received later than the June 30 statutory deadline, and the State had been notified of the delay. The Commission will formally accept the audit at a future meeting, and the completed audit may be made available on the Town's website.

Financial Position

The Commission reviewed the Town's fund balance and overall financial position. Staff reported a positive change in fund balance of approximately **\$42,000** during the prior fiscal year. The Town's overall net position increased by more than **\$257,000**, with total net position increasing from approximately **\$3.1 million to more than \$3.6 million** over the past three years.

Staff noted that the Town maintains sufficient liquid cash reserves to cover the recommended three to six months of operating expenses. While the Town remains in a strong financial position, staff emphasized the importance of continuing to monitor expenditures and maintaining prudent budget practices given the Town's relatively small operating budget.

Restricted and assigned fund balances were also reviewed, including funds designated for wild spaces, infrastructure, Town Hall improvements, and fire department improvements. Staff clarified the distinction between restricted and assigned funds and noted that assigned funds may be reassigned by the Commission when appropriate.

Water Fund and Proposed Rate Increase

The Commission reviewed the Water Fund and noted that the fund ended the prior fiscal year with a positive balance of approximately **\$13,603**, following the implementation of the previous water rate increase.

Staff anticipate continued improvement in the Water Fund and intend to build sufficient reserves to support future debt service associated with planned projects.

A proposed **10 percent increase in water-use rates** was discussed. Staff advised that the required public notice was not included with the most recent water bills and will instead be included with the next billing. Staff will review the applicable statutory notice requirements and confirm the required timing for the proposed rate increase discussion.

Solid Waste Service

The Commission discussed the Town's current solid waste collection agreement. The Town remains in a month-to-month arrangement while staff continue to explore opportunities to participate in or piggyback on another existing contract.

Staff noted that the current arrangement remains operational but that the Town should continue working toward a longer-term agreement to avoid the possibility of a significant future rate increase.

Resolution 2026-07 — Tentative Budget

The Commission considered **Resolution 2026-07**, adopting the tentative budget and establishing revenues and appropriations totaling **\$7,785,839** for the Town of Micanopy for Fiscal Year 2026–2027.

Motion: Commissioner Galloway moved to approve Resolution 2026-07.

Second: Commissioner Westberg.

Vote: Motion carried with all members present voting in favor.

Final Budget Hearing

The final public hearing to establish the final millage rate and adopt the Fiscal Year 2026–2027 final budget was announced for:

Monday, September 21, 2026, at 6:00 p.m.

Commission members discussed anticipated attendance and the need to ensure a quorum for the final budget hearing.

Adjournment

There being no further business, the tentative budget hearing was concluded.

TOWN OF MICANOPY

FINAL BUDGET HEARING MINUTES

September 23, 2026 – 6:03 P.M.

Call to Order

The Final Budget Hearing was called to order at 6:03 p.m. The meeting opened with an invocation and the Pledge of Allegiance.

Commissioners and staff present: Mayor Jiana Williams, Mayor Pro Tem Kevin Putansu, Commissioner Judy Galloway, Commissioner David Massey, Attorney Derek Folds, and Administrator Sara Samario. Commissioner Ken Wessberg absent with notice.

New Business

Resolution 2026-08 – Adoption of Final Millage Rate for Fiscal Year 2026–2027

The Town Commission considered Resolution 2026-08, adopting the final levy of ad valorem taxes at a millage rate of **5.2 mills** for Fiscal Year 2026–2027. The Commission noted that the millage rate had been previously discussed during the budget process and that no changes were proposed.

Commissioner Galloway moved to approve Resolution 2026-08 adopting the final millage rate for Fiscal Year 2026–2027. Commissioner Massey seconded the motion.

Motion passed 4–0.

Resolution 2026-09 – Adoption of Final Budget for Fiscal Year 2026–2027

The Town Commission considered Resolution 2026-09 adopting the final operating budget for Fiscal Year 2026–2027, setting forth revenues and appropriations totaling **\$7,785,839**.

A question was raised regarding previous discussion of the employee manual, and it was clarified that the employee manual was not part of the budget resolution.

Commissioner Galloway moved to approve Resolution 2026-09 adopting the final budget for Fiscal Year 2026–2027. Commissioner Massey seconded the motion.

During community comment, a typographical error on page 21 relating to “Total Parks” was identified. The correction was acknowledged, and no additional comments or concerns were raised.

With the spelling correction noted, the Commission proceeded to vote.

Motion passed 4–0.

Adjournment 6:30 pm With no further business, the Final Budget Hearing was adjourned.

TOWN OF MICANOPY, FLORIDA

TOWN COMMISSION REGULAR MEETING MINUTES

September 8, 2026

Mayor Jiana Williams called the regular meeting of the Town Commission to order at 7:00 p.m. The invocation and Pledge of Allegiance were given.

Roll Call

Commissioners Present: Mayor Jiana Williams; Commissioners Galloway, Massey, and Wessberg; Town Attorney A. Derek Folds; Town Administrator Sara Samario; and Deputy Town Clerk Patty Polk. Absent with notice: Mayor Pro Tem Putansu.

Approval of Agenda and Consent Items

The Commission approved the agenda with the addition of a proclamation honoring Monica Beth Fowler and discussion of the Town's Trunk-or-Treat event.

The consent agenda included the agenda approval and the August 11, 2026, Regular Commission Meeting Minutes and Budget Workshop Minutes.

Motion: Approve the agenda with the additions.

Vote: Approved 4-0.

Guest Presentations

Representatives from the Alachua County Library District and Willie Mae Stokes Community Center provided updates on library construction and programs, community services and assistance, the food-distribution program, and upcoming events, while congressional candidate Mike Kline introduced his campaign and discussed rural community issues.

Citizens Forum

Citizens addressed Seminary Street speed-limit signage, introduced a new downtown business, and shared information about upcoming community garden activities and the memorial service for Monica Fowler.

Town Commission Liaison Reports

Florida League of Cities

Commissioners reported on their participation in the Florida League of Cities Conference in Hollywood, Florida, including sessions addressing property-tax legislation, responsible growth,

social media, artificial intelligence, emergency management, FEMA, and rural community issues.

Commissioners discussed potential financial impacts of changes to property-tax policy and the importance of evaluating future revenue sources, service fees, infrastructure needs, and municipal costs.

Commissioners also discussed artificial intelligence and data-center development, including potential municipal uses of AI and concerns about infrastructure, water resources, and taxpayer exposure.

Alachua County Children's Trust / Opioid Task Force

The Commission received an update on opioid-abuse prevention efforts, including plans to provide educational materials and resources at the Town's Trunk-or-Treat event.

Thrasher Warehouse Board

Commissioner Wessberg reported that the Thrasher Warehouse Board's next meeting is scheduled for the following Monday.

Citizen Board and Committee Reports

Planning and Historic Preservation Board

The Board held a special meeting and approved a Certificate of Appropriateness for re-roofing the historic Florida Café building.

Tree Committee

The Tree Committee met to discuss the proposed tree-protection and canopy-management ordinance, focusing on protected tree sizes, emergency removal, diseased or hazardous trees, mitigation requirements, development, property rights, and preservation of Micanopy's tree canopy.

The Commission was advised that additional Tree Committee comments are being reviewed and incorporated where appropriate, with further discussion anticipated before first reading.

Town Attorney Report

Town Attorney Folds presented the proposed renewal agreement for Town Administrator Sara Samario, effective October 1, 2026, through September 30, 2029, including compensation under the Town's adopted pay plan, a 10 percent employer retirement contribution, and 20 weeks of severance for termination other than statutory misconduct.

The Commission discussed the proposed retirement provision and severance terms.

Motion made and seconded (Galloway/Wessberg) to accept Administrator Samario's contract as written; passed 4-0

Financial Reports

Town Administrator Sara Samario presented the financial reports for the eleventh month of Fiscal Year 2026. The General Fund continues to reflect a deficit associated primarily with litigation expenses, while the Water Fund remains financially positive following the prior year's rate increase.

The Town's 2025 fiscal-year audit was completed with positive results, including increases in General Fund fund balance and overall net position.

Motion made and seconded (Massey/Galloway) to accept the financial reports for September 2026 as submitted; passed 4-0

The Commission was reminded that the final Fiscal Year 2027 budget hearing is scheduled for September 21, 2026, at 6:00 p.m.

Community Resource Center Project Update

The Commission received an informational update on the Community Resource Center construction project, including progress on interior work, cabinetry, site grading, and anticipated paving.

The Town continues to coordinate with Florida Commerce regarding a requested extension through December 31, 2026.

The Town has temporarily financed project expenditures because the grant is operating under a reimbursement structure, with approximately \$800,000 or more paid to contractors from Town reserves and reimbursement generally occurring within two to three weeks.

The Town has asked Florida Commerce to allow advance payments and is investigating a possible line of credit as an alternative financing mechanism.

No action was taken.

Comprehensive Plan Update

Clay Swager of EDA Consultants presented an overview of the proposed comprehensive-plan update funded through a legislative appropriation.

The project will include community outreach, public participation, workshops with the Town Commission and Planning and Historic Preservation Board, data and analysis, map and infrastructure updates, environmental and historic-preservation considerations, and preparation of draft comprehensive-plan amendments.

The project has an aggressive schedule, with community outreach beginning in fall 2026 and draft amendments anticipated in early 2027; grant deliverables must be completed by June 30, 2027.

The consultant will work with the Town Administrator to establish a detailed schedule, with the Commission emphasizing monthly milestones and incorporation of information from prior community visioning meetings.

No formal action was taken.

New Business

Personnel Policy and Employee Handbook

The Commission reviewed the proposed Personnel Policy and Employee Handbook, with discussion focused primarily on employee benefits, including unlimited sick leave and the possibility of establishing a retirement benefit.

The Commission agreed that additional time was needed to review the document and consider potential revisions.

Action: The Personnel Policy and Employee Handbook was tabled and will return as unfinished business at the October meeting.

Tree Protection and Canopy Management Ordinance

Town staff presented the proposed ordinance, which is intended to strengthen protection of Micanopy's tree canopy while addressing property rights, development needs, emergency removal, diseased or hazardous trees, and mitigation requirements.

Discussion included the proposed protected-tree diameter, mitigation options, treatment of development and residential property, and the need for clear public information explaining when a permit is required.

The Commission indicated a desire to continue working on the ordinance, with additional discussion and potential revisions before first reading.

No formal action was taken.

Proclamation Honoring Monica Beth Fowler

Mayor Williams presented a proclamation honoring the life and legacy of Monica Beth Fowler, a longtime Micanopy resident, business owner, community advocate, and supporter of downtown businesses and community organizations.

The Commission recognized Ms. Fowler's decades of service and contributions to the community and observed a moment of silence in her memory.

Trunk-or-Treat

The Commission discussed the Town's annual Trunk-or-Treat event, proposed for Saturday, October 24, 2026, from 6:00 to 8:00 p.m., including temporary road closures to provide a safe environment for children and families.

The Commission also discussed encouraging local merchants to participate and giving downtown residents advance notice about traffic and parking arrangements.

Motion made and seconded (Galloway/Wessberg) to approve the October 24, 2026, Trunk-or-Treat event from 6:00 to 8:00 p.m. and authorize the requested street closures for the event. passed; 4-0.

Unfinished Business

There was no unfinished business.

Commissioner Reports

Commissioner Galloway thanked residents for attending and expressed appreciation for the community's efforts to honor Monica Fowler and support the upcoming Trunk-or-Treat event.

Commissioner Massey thanked residents for attending and recognized Monica Fowler's significant contributions to the community.

Commissioner Westberg thanked the Town Administrator and Town Attorney for completing the long-term lease for the former fire station and expressed appreciation for the community's efforts to honor Monica Fowler.

Mayor Williams encouraged awareness of prostate cancer and suicide prevention and reminded residents to support neighbors and community members who may need assistance.

Adjournment

With no further business, Mayor Williams adjourned the meeting at approximately 9:00 p.m.



October 13, 2026

COMMISSION AGENDA CORRESPONDENCE

Subject: Administrator's Report — Comprehensive Plan and Community Center Updates

Presented by: Sara Samario, Town Administrator

Purpose: Informational only

Comprehensive Plan Update:

The initial kickoff meeting with EDA has taken place. During the meeting, EDA identified the information needed from Town staff to support the comprehensive planning process.

A community outreach meeting is scheduled for **November 9, 2026, at 6:00 p.m. at Town Hall**. This meeting will provide an opportunity for residents and other interested parties to offer input into the planning process.

Community Center Update:

The State has executed the Town's extension request, extending the project deadline to **December 1, 2026**. This extension provides sufficient time to complete construction, which is currently expected to be finished during the **first week of November**.

Cabinets are scheduled to be installed this week, followed by flooring and countertops next week. Work continues toward the anticipated completion date.

Commission Action:

No action is requested. These updates are provided for informational purposes only.



October 13, 2026

**TOWN OF MICANOPY
AGENDA ITEM CORRESPONDENCE**

Subject: Administrator's Report — Hunter Avenue Road Condition and Potential Improvements

Presented by: Sara Samario, Town Administrator

Purpose: Informational update and Commission direction

Background:

Public Works staff member David Holten has identified Hunter Avenue as a roadway needing attention. The road consists of a combination of limerock and asphalt patches throughout its length. The existing asphalt prevents staff from grading the roadway with Town equipment, leaving pothole repairs using crushed concrete as the primary maintenance option.

Although the Town has not received complaints of injuries associated with this roadway, staff reports that it is in poor condition. Continued patching addresses individual potholes as they arise but does not resolve the underlying maintenance limitations.

Potential Improvements:

David obtained a preliminary budget estimate from Osteen Brothers, Inc., for improvements along approximately 2,050 linear feet. The proposed work includes adding limerock and performing mixing, grading, and compaction without changing the road profile.

The estimate totals **\$24,865** and is proposed on a time-and-materials basis rather than as a firm lump-sum price. It provides a preliminary basis for evaluating the potential project.

If the Commission wishes to pursue improvements, staff would develop and post a solicitation on the Town's website in accordance with the Town's procurement policy, identify an appropriate funding source, and return with the results for Commission consideration.

Commission Direction Requested:

Staff requests direction on whether the Commission would like to pursue improvements to Hunter Avenue and proceed with the procurement process. No contract award or expenditure approval is requested at this time.



Town of _____
Micanopy

 Florida

A Proclamation

Declaring October 21, 2026 as “Lights on Afterschool Day” in Micanopy, Florida

- Whereas,*** *The Children’s Trust of Alachua County stands firmly committed to investing in quality afterschool programs because they provide safe and engaging learning experiences that help children develop social, emotional, physical, and academic skills.*
- Whereas*** *Afterschool provides a solid return on investment. Every \$1 invested in afterschool programs saves at least \$3 by increasing children’s earning potential, improving their performance at school, and reducing crime and juvenile delinquency.*
- Whereas,*** *The Children’s Trust of Alachua County has provided significant leadership in the education and well-being of our children and youth, supporting 378 students in afterschool programs throughout Alachua County in the 2025-26 school year.*
- Whereas,*** *Many afterschool programs across the country are facing funding shortfalls and being forced to close, the Children’s Trust of Alachua County is committed to investing in afterschool programs to ensure every child has access to a safe place where they can learn and grow, while helping them develop the skills essential for success in life and work.*
- Whereas,*** *Lights on Afterschool, the national celebration of afterschool programs, promotes the importance of quality afterschool programs for our children, families, and communities. This year, the local celebration will be held on October 21, 2026, at the Willie Mae Stokes Center in Micanopy, Florida.*

Now, therefore, *through the authority vested in me, Jiana Williams, I do hereby proclaim October 21, 2026, as “Lights on Afterschool Day_” in Micanopy, Florida.*

Duly proclaimed this 14th day of October, A.D., 2026.



Town of _____

Micanopy

Florida

Item # 15.

October 13, 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 first 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 first reading.

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



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.



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.
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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.

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.

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.

(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.



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.



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.



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.

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 Statute 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.

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.



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.

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.



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

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.

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.



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



ATTEST:

Sara Samario, Town Administrator

Approved as to form and legal sufficiency:

Town Attorney

First Reading: _____

Second Reading/Public Hearing: _____



October 13, 2026

**TOWN OF MICANOPY
AGENDA ITEM CORRESPONDENCE**

Subject: Resolution 2026-10 — Participation in the Florida Municipal Pension Trust Fund 401(a) Plan

Presented by: Sara Samario, Town Administrator

Purpose: Commission consideration and approval

Background:

Resolution 2026-10 establishes the Town's participation in the Florida Municipal Pension Trust Fund (FMPTF) Defined Contribution 401(a) Plan. Participation provides a framework for offering retirement benefits to eligible Town employees, with administrative services provided by the Florida League of Cities.

Discussion:

The resolution adopts the FMPTF plan and authorizes execution of the Trust Joinder Agreement and Adoption Agreement. These documents establish the Town as a participating employer and specify the employees covered, contributions, and other plan provisions selected by the Town.

The Trust Joinder Agreement outlines the Town's responsibilities for timely contributions, administrative fees, and employee information. Participation documents must be submitted to the FMPTF Master Trustees for approval.

The proposed effective date is **November 1, 2026**.

Fiscal Impact:

The Town's cost will depend on the employer contribution and eligibility provisions approved by the Commission and reflected in the Adoption Agreement. Any contributions not included in the adopted budget will need to be addressed through an appropriate budget adjustment. Applicable administrative fees will also be governed by the plan documents.

Recommendation:

Approve Resolution 2026-10 authorizing 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.

Attachments:

Resolution 2026-10

Trust Joinder Agreement



RESOLUTION NUMBER 2026-10

A RESOLUTION OF THE TOWN COMMISSION OF MICANOPY, FLORIDA ESTABLISHING A DEFINED CONTRIBUTION PLAN; PROVIDING FOR EXECUTION OF TRUST JOINDER AGREEMENT; PROVIDING FOR ADOPTION OF DEFINED CONTRIBUTION PLAN; PROVIDING FOR ACKNOWLEDGEMENT OF MASTER TRUSTEES; PROVIDING FOR EXECUTION OF AN ADOPTION AGREEMENT; PROVIDING FOR ABIDING BY TERMS AND ACCEPTANCE OF SERVICES; PROVIDING FOR TERMINATION OF PARTICIPATION; PROVIDING FOR ACKNOWLEDGEMENT REGARDING ASSETS; PROVIDING FOR APPROVAL BY MASTER TRUSTEES; PROVIDING FOR FULL FORCE AND EFFECTIVENESS; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission of Micanopy, Florida, (hereinafter referred to as the “Participating Employer”) has determined that it wishes to offer a defined contribution plan;

WHEREAS, the Participating Employer has also determined that it wishes to encourage employees’ saving for retirement by offering matching, non-matching, or employer “pickup” contributions;

WHEREAS, the Participating Employer wishes to participate in the 401(a) Plan to provide certain benefits to its qualified employees;

WHEREAS, the Participating Employer is an Employer as defined in the 401(a) Plan;

WHEREAS, the Participating Employer shall execute a Trust Joinder Agreement to become a party to the FMPTF Master Trust Agreement as a condition of participating in the 401(a) Plan;

WHEREAS, the Participating Employer shall execute an Adoption Agreement for the 401(a) Plan; and

WHEREAS, the Town Commission of Micanopy, Florida is authorized by law to adopt this resolution approving the Trust Joinder Agreement and the Adoption Agreement;

Therefore, the Town Commission of Micanopy, Florida hereby resolves:

Section 1. The Participating Employer authorizes the execution of the Trust Joinder Agreement for the Participating Employer to become a party to the FMPTF Master Trust Agreement. The FMPTF Master Trust Agreement, as may be amended by the Master Trustees



of the FMPTF Defined Contribution Plan (“Master Trustees”), shall be attached to and made a part of the Trust Joinder Agreement.

Section 2. The Participating Employer adopts the FMPTF Defined Contribution Plan for its Employees. The 401(a) Plan, as may be amended by the Master Trustees, is attached hereto as Exhibit 1 and is made a part of this Resolution.

Section 3. The Participating Employer acknowledges that the Master Trustees are only responsible for the 401(a) Plan and have no responsibility for other employee benefit plans maintained by the Participating Employer.

Section 4. The Participating Employer hereby adopts the terms of the 401(a) plan Adoption Agreement, which is attached hereto as Exhibit 2 and is made a part of this Resolution. The Adoption Agreement set forth the Employees to be covered by the Plans, the benefits to be provided by the Participating Employer under the Plans, and any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Adoption Agreements, so long as the amendment is not inconsistent with the Plans, the FMPTF Master Trust Agreement or the Internal Revenue Code or other applicable law and is approved by the Master Trustees of the Plan.

Section 5.

(a) The Participating Employer shall abide by the terms of the Plans and the FMPTF Master Trust Agreement, including amendments to the Plans and the FMPTF Master Trust Agreement made by the Master Trustees, all investment, administrative, and other service agreements of the Plans and the FMPTF Master Trust Agreement, and all applicable provisions of the Internal Revenue Code or other applicable law.

(b) The Participating Employer accepts the administrative services to be provided by Florida League of Cities, Inc. and any services provided by a service manager as delegated by the Master Trustees. The Participating Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participating Employees’ accounts.

Section 6.

(a) The Participating Employer may terminate its participation in the Plan, if it takes the following actions:

- (i) A resolution must be adopted terminating its participation in the Plan.
- (ii) The resolution must specify when the participation will end.



The Master Trustees shall determine whether the resolution complies with the Plans, the FMPTF Master Trust Agreement, and all applicable federal and state laws, shall determine an appropriate effective date, and shall provide appropriate forms to terminate ongoing participation. However, distributions under the Plans of existing accounts to Participating Employees will be made in accordance with the Plans.

(b) The Participating Employer acknowledges that the Plans and the FMPTF Master Trust Agreement contain provisions for involuntary Plan termination.

Section 7. The Participating Employer acknowledges that all assets held in connection with the Plans, including all contributions to the Plans, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust for the exclusive benefit of Participating Employees and their Beneficiaries under the Plans. No part of the assets and income of the Plans shall be used for, or diverted to, purposes other than for the exclusive benefit of Participating Employees and their Beneficiaries and for defraying reasonable expenses of the Plans. All amounts of compensation deferred pursuant to the Plans, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plans, shall be transferred to the Master Trustees to be held, managed, invested and distributed as part of the Master Trust Fund in accordance with the provisions of the Plans and the FMPTF Master Trust Agreement. All contributions to the Plans must be transferred by the Participating Employer to the Master Trust Fund. All benefits under the Plans shall be distributed solely from the Master Trust Fund pursuant to the Plan.

Section 8. This Resolution, the Trust Joinder Agreements and the Adoption Agreements shall be submitted to the Master Trustees for their approval. The Master Trustees shall determine whether the Resolution complies with the Plans and the FMPTF Master Trust Agreement, and, if it does, shall provide appropriate forms to the Participating Employer to implement participation in the Plans. The Master Trustees may refuse to approve an Adoption Agreement by an Employer that does not have proper authority to participate in the Plans. The Town Commission hereby acknowledges that it is responsible to assure that this Resolution, the Trust Joinder Agreements and the Adoption Agreements are adopted and executed in accordance with the requirements of applicable law.

Section 9. This Resolution shall remain in full force and effect until supplemented, amended, repealed or otherwise altered.

Section 10. This Resolution hereby repeals all resolutions in conflict herewith.

Section 11. This Resolution shall become effective November 1, 2026.



Town of _____
Micanopy
Florida

Item # 16.

Adopted by the Town Commission of Micanopy, Florida on October 13, 2026.

By: Town Commission _____
Signature

Town Commission _____
Name and Title

Attest: Town Commission _____

Date: Town Commission _____

**TRUST JOINDER AGREEMENT
FOR DEFINED CONTRIBUTION PLANS UNDER
FLORIDA MUNICIPAL PENSION TRUST FUND
MASTER TRUST AGREEMENT**

THIS TRUST JOINDER AGREEMENT, between the Town of Micanopy, Florida, (herein referred to as the “Participating Employer”) and the Master Trustees of the Florida Municipal Pension Trust Fund (herein referred to as the “Master Trustee”).

WITNESSETH:

WHEREAS, the Participating Employer desires to provide a defined contribution plan for the sole and exclusive benefit of its Participating Employees and their Beneficiaries, and for such purposes adopted Resolution No. _____ on the _____ day of _____, 2026 providing for the establishment of a defined contribution plan;

WHEREAS, said Resolution authorizes participation in the Florida Municipal Pension Trust Fund (“FMPTF”) and further authorizes the execution of this Trust Joinder Agreement to become a party to the FMPTF Master Trust Agreement; and

WHEREAS, the Participating Employer desires to submit this Trust Joinder Agreement to the Master Trustee to become a party to the FMPTF Master Trust Agreement;

THEREFORE, in consideration of the mutual covenants and agreements flowing to each of the parties hereto, it is agreed as follows:

1. Both parties to this Trust Joinder Agreement agree that the Town of Micanopy, Florida, is a Participating Employer as provided in the Florida Municipal Pension Trust Fund Master Trust Agreement (“Master Trust Agreement”).
2. As provided in the plan provisions selected by the Participating Employer, the Participating Employer shall make timely contributions or shall timely forward contributions made by Participating Employees for the defined contribution plan.
3. As provided in the plan provisions selected by the Participating Employer, the Participating Employer shall timely remit or timely approve the remittance of administrative fees as may be due under the defined contribution plan.
4. The Participating Employer agrees to provide all initial and update all relevant Participating Employee information required under the defined contribution plan to the Administrator designated by the Master Trustee. The Participating Employer shall certify said information to be correct to the best of its knowledge and the Master Trustee and the Administrator shall have the right to rely on the accuracy of said information in performing contractual responsibilities.

5. The Participating Employer has the responsibility to provide the Administrator designated by the Master Trustee, in a timely manner, all information concerning Participating Employee termination. The Participating Employer shall certify said information to be correct to the best of its knowledge and the Master Trustee and the Administrator shall have the right to rely on the accuracy of said information in performing contractual responsibilities.
6. The parties to this Trust Joinder Agreement agree to abide by and be bound by the terms, duties, rights and obligations of the parties as set forth in the Florida Municipal Pension Trust Fund Master Trust Agreement, as may be amended by the Master Trustees, which is attached hereto and is made a part of this Trust Joinder Agreement.
7. Either party may terminate this Trust Joinder Agreement by giving at least 60 days notice in writing to the other party. Any termination shall be governed by the provisions of the Florida Municipal Pension Trust Fund Master Trust Agreement and the plan document for the defined contribution plan.

IN WITNESS WHEREOF, the Participating Employer has caused this Trust Joinder Agreement to be executed and the signature of its authorized officer affixed this _____ day of _____, 2026.

Town of Micanopy, Florida

BY: _____
Signature

(Name and Title)

ATTEST:

DATE:

FLORIDA MUNICIPAL PENSION TRUST FUND

BY: _____
Secretary - Treasurer



October 13, 2026

**TOWN OF MICANOPY
AGENDA ITEM CORRESPONDENCE**

Subject: Tree Committee Appointment — Margaret Rose Delisle

Presented by: Sara Samario, Town Administrator

Purpose: Commission consideration and appointment

Background:

Margaret Rose Delisle has submitted an application to serve on the Town's Tree Committee. She identifies herself as a registered Town voter and expresses an interest in planting and protecting trees and improving Micanopy's environment.

Applicant Qualifications and Interest:

Ms. Delisle reports participating in tree plantings with the County arborist, attending several Town Tree Committee meetings, and attending a Tree Advisory Board meeting in Gainesville. Her application also notes familiarity with tree root flare identification.

Commission Action Requested:

Consider the attached application and determine whether to appoint Margaret Rose Delisle to the Tree Committee.

Attachment:

Tree Committee Application — Margaret Delisle



Town of Micanopy

PO Box 137 • 706 NE Chulokka Blvd

Micanopy, Florida 32667-0137

Town Hall: 352-466-3121 • Fax: 352-466-4912

townhall@micanopytown.com

www.micanopytown.com

Date: June 25, 2020

Application for Service on Board, Committee, or Task Force

Please indicate your preference by checking below:

(Positions are generally for a 3-year term)

☐ Planning & Historic Preservation Board

☐ Code Enforcement Board

☒ Tree Committee

Applicant Name: Margaret Rose Delisle

Physical Address: 201 NE Chulokka Blvd Micanopy FL 32667

Mailing Address: _____

Phone Number: 770-866-1819

Email Address: stainedgrazing@gmail.com

Over 18: Yes

Occupation: Shady Oak Gallery

Registered Town Voter: ☒ Yes or No

Voted in Last Town Election: Yes or ☒ No

Qualifying Experience(s): I have gone to several tree plantings with the County Arborist. I know what root flares are. I have attended several tree committee meetings, as well as a tree advisory board meeting in Gainesville.

Why do you wish to serve? I love trees & Micanopy. I would like to do my part to plant trees, protect trees, & improve the Micanopy environment.

Appointed: _____
(Date)



October 13, 2026

COMMISSION AGENDA CORRESPONDENCE

Agenda Item: Personnel Policy Revisions – Retirement Contributions and Sick Leave Payout

Prepared By: Town Administrator

Background

As part of the Town's review and update of its Personnel Policy and Employee Handbook, the Town Commission expressed an interest in establishing an employer-funded retirement benefit for eligible full-time employees through the Florida Municipal Pension Trust Fund, administered by the Florida League of Cities.

The proposed benefit would be established through a 401(a) Defined Contribution Plan. The Commission must determine the employer contribution percentage, whether employees will be required to contribute, and whether employer contributions will be subject to a vesting period.

The attached analysis compares employer contribution rates of 5% and 10%, with estimated annual costs of \$5,808 and \$11,616, respectively. These estimates exclude the Town Administrator, whose retirement contribution is addressed separately through an employment agreement.

Currently, one eligible employee receives a \$75 biweekly employer contribution to a 457(b) deferred compensation account for declining Town-provided health insurance. This benefit would continue unless otherwise directed by the Commission.

Financial Considerations and Staff Recommendation

While establishing a retirement benefit would represent a meaningful investment in employee recruitment and retention, it would also create an additional recurring financial obligation for the Town.

Because retirement contributions were not included in the adopted FY 2026–2027 budget, **staff recommends beginning with a 5% employer contribution**, representing an estimated annual expense of \$5,808.

This approach would allow the Town to establish a retirement benefit without placing unnecessary strain on its current operating budget. The Commission could evaluate the program's financial impact and consider increasing the employer contribution percentage in subsequent fiscal years as funding permits.

The Commission will also need to determine whether employees should be required to contribute a percentage of their compensation and whether a vesting schedule should apply to employer contributions.

Sick Leave Payout

The existing Personnel Policy provides employees with at least ten years of service payment for 50% of accumulated unused sick leave upon separation, without a maximum payout limitation.

Staff recommends retaining the 50% benefit while limiting the calculation to a maximum of 1,000 accrued hours, resulting in a maximum payout of 500 hours of compensation.

Employees would continue to accumulate sick leave without limitation for use during employment. This amendment would establish a reasonable ceiling on the Town's long-term financial liability while preserving a substantial benefit for employees with extended service.

Requested Commission Action

Staff recommends that the Town Commission:

1. Approve an initial **5% employer contribution** to the proposed 401(a) Defined Contribution Plan and completion of the required plan documents.
2. Provide direction regarding required employee contributions, vesting provisions, and eligibility requirements.
3. Approve the proposed sick leave payout limitation of 500 hours of compensation, calculated as 50% of a maximum of 1,000 accrued unused sick leave hours, for employees with at least ten years of service.

Following Commission direction, staff will coordinate the necessary retirement plan documents, identify the required budget adjustments, and finalize the corresponding Personnel Policy revisions.

Attachment: Commission Decision Brief – Retirement and Sick Leave Payout

TOWN OF MICANOPY

COMMISSION DECISION BRIEF | RETIREMENT & SICK-LEAVE PAYOUT

Scope: Proposed 401(a) retirement contributions for David Holten and Patty Polk only. The Town Administrator is excluded from this cost comparison because her employment contract separately provides a 10% Town retirement contribution.

1 | Proposed 401(a) retirement plan

Decision option	Town contribution	Employee contribution	Annual Town cost
A — Employer-funded	5%	Not required	\$5,808.25
B — Shared contribution	5%	3% or 5% required	\$5,808.25
C — Employer-funded	10%	Not required	\$11,616.49

FY27 salary basis: David \$68,616.42; Patty \$47,548.49; combined \$116,164.91. At 5%: David \$3,430.82; Patty \$2,377.42. At 10%: David \$6,861.64; Patty \$4,754.85. Costs exclude administrative fees and assume full-year eligibility.

Fund allocation (based on current salary charging):

5% option — General Fund \$1,715.41; Enterprise/Water \$4,092.83.

10% option — General Fund \$3,430.82; Enterprise/Water \$8,185.67.

Commission must decide:

- Town rate: 5% or 10% of eligible compensation.
- Employee funding: no required contribution or a mandatory contribution
- Vesting: immediate ownership of employer contributions or a specified vesting schedule
- Eligibility and effective date: confirm participating positions, introductory-period treatment, and when contributions begin. For example, should new employees be exempt from the retirement plan until after a 6-month probationary period?

2 | Sick-leave payout — proposed policy amendment

Current policy	Proposed policy
After 10 years, 50% of all accrued unused sick leave; no payout ceiling.	After 10 years, 50% of accrued unused sick leave, counting no more than 1,000 accrued hours; maximum payout 500 hours of pay.

Sick leave would continue accruing without a limit for use during employment. David currently has slightly more than 1,100 hours accrued, making the proposed ceiling relevant to the Town's existing liability. His maximum payout under the proposal would be approximately \$16,494.33 at the FY27 salary rate, if otherwise eligible. This is a maximum, not a current payment obligation.



TOWN OF MICANOPY, FLORIDA

PERSONNEL POLICY AND EMPLOYEE HANDBOOK

Effective Date: October 1, 2026

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Welcome

Public service is both a privilege and a responsibility. Every employee of the Town of Micanopy contributes to preserving the character of one of Florida's oldest and most historic communities while providing dependable, professional, and courteous service to our residents, businesses, and visitors.

The Town of Micanopy is committed to maintaining a workplace founded on integrity, accountability, professionalism, teamwork, and mutual respect. As stewards of public resources, employees play an essential role in earning and maintaining the confidence of the citizens we serve through ethical conduct, sound judgment, and responsive service.

This Personnel Policy and Employee Handbook establishes the employment policies adopted by the Town Commission and the administrative practices that guide the Town's daily operations. These policies are intended to promote consistency, fairness, professionalism, and compliance with applicable federal and state laws while providing the flexibility necessary to efficiently manage a small municipal organization.

While this handbook provides guidance for most employment situations, it cannot anticipate every circumstance that may arise. Employees are encouraged to communicate openly with their supervisor or the Town Administrator whenever questions arise regarding employment policies, workplace expectations, or the performance of their duties.



Thank you for your commitment to serving the Town of Micanopy and the community we are privileged to represent.

Mission Statement

The mission of the Town of Micanopy is to provide responsive, fiscally responsible, and professional municipal services while preserving the Town's historic character, protecting its natural resources, and enhancing the quality of life for our residents, businesses, and visitors.

Guiding Principles and Core Values

The Town of Micanopy is guided by the principles of public service, integrity, stewardship, respect, and excellence. These values define how we serve our community, interact with one another, and carry out the responsibilities entrusted to us.

Public Service

We recognize that our first responsibility is to serve the public with professionalism, courtesy, responsiveness, fairness, and respect.

Integrity

We conduct ourselves honestly, ethically, and transparently in a manner that earns and maintains the public's trust.

Stewardship

We responsibly manage the public funds, equipment, facilities, records, and natural resources entrusted to our care, recognizing our obligation to use public resources wisely and efficiently.

Respect

We value teamwork, open communication, accountability, diversity of thought, and the dignity of every employee and every member of the public. We foster a workplace built on collaboration, professionalism, and mutual respect.

Excellence



We continually strive to improve the quality, efficiency, and effectiveness of the municipal services we provide through innovation, accountability, and continuous improvement.

ARTICLE I

ADMINISTRATION OF THE PERSONNEL SYSTEM

Section 1.01 Purpose

The purpose of this Personnel Policy and Employee Handbook ("Handbook") is to establish uniform employment policies, personnel practices, and administrative procedures governing the employment relationship between the Town of Micanopy ("Town") and its employees.

The objectives of this Handbook are to:

- A. Promote consistent and equitable personnel administration.
- B. Recruit, develop, and retain qualified employees dedicated to public service.
- C. Establish clear expectations regarding employee conduct, performance, and accountability.
- D. Provide employees with information regarding compensation, benefits, leave, and other employment practices.
- E. Ensure compliance with applicable federal and state employment laws.
- F. Preserve the flexibility necessary for the efficient administration of municipal government.

Section 1.02 Scope

This Handbook applies to all employees of the Town of Micanopy unless specifically excluded by the Town Charter, applicable law, or written employment agreement approved by the Town Commission.

This Handbook does not apply to:

- Members of the Town Commission;
- The Town Administrator when serving under an individual employment agreement;
- The Town Attorney or Special Counsel retained by the Town;



- Independent contractors, consultants, volunteers, or other individuals who are not employees of the Town.

Section 1.03 Nature of Employment

Employment with the Town is governed by applicable federal and Florida law, the Town Charter, and policies adopted by the Town Commission.

This Handbook is intended solely as a statement of personnel policies and administrative practices. It does not constitute an employment contract, express or implied, nor does it create any contractual rights or guarantee continued employment.

The Town Commission retains the authority granted by the Town Charter to establish personnel policy and employee compensation. The Town Administrator is responsible for administering these policies and supervising the day-to-day operations of the Town.

Section 1.04 Equal Employment Opportunity

The Town is committed to providing equal employment opportunities in all aspects of employment.

Employment decisions shall be based upon qualifications, merit, experience, demonstrated ability, and the operational needs of the Town without regard to any characteristic protected by applicable federal or Florida law.

The Town prohibits discrimination, harassment, and retaliation in recruitment, hiring, promotion, compensation, training, discipline, termination, and all other terms and conditions of employment.

The Town will provide reasonable accommodation as required by applicable law.

Section 1.05 Management Rights

Except as otherwise provided by law, the Town Charter, or action of the Town Commission, the Town retains the exclusive right to manage its operations.

Management rights include, but are not limited to, the authority to:



- determine organizational structure;
- assign work and establish work schedules;
- direct employees in the performance of their duties;
- establish administrative procedures;
- determine staffing levels;
- hire, promote, transfer, discipline, and separate employees;
- establish performance expectations;
- determine methods and means of providing municipal services; and
- take actions necessary to protect public health, safety, and welfare during emergencies.

Nothing in this Handbook shall be interpreted to limit the lawful authority of the Town Commission or the Town Administrator.

ARTICLE II

EMPLOYMENT

Section 2.01. Employment Philosophy

The Town of Micanopy is committed to recruiting, selecting, and retaining qualified employees based upon merit, education, experience, demonstrated ability, character, and the needs of the organization.

Employment decisions shall be based upon the qualifications of the applicant, the requirements of the position, and the operational needs of the Town. The Town seeks to provide equal employment opportunities while maintaining a highly qualified and professional workforce dedicated to public service.

Section 2.02. Recruitment

When a vacancy occurs, the Town Administrator shall determine whether the position should be filled, reorganized, or remain vacant based upon operational needs and available funding. Vacancies may be advertised internally, externally, or both, as determined by the Town Administrator.

Section 2.03. Selection Process

Applicants shall be evaluated based upon the qualifications established for the position.



The selection process may include:

- application review
- interviews
- reference checks
- background investigations
- verification of education and certifications
- driver's license verification
- criminal history review when appropriate
- pre-employment drug testing when required by Town policy or law

The Town Administrator shall make hiring decisions unless otherwise provided by the Town Charter, employment agreement, or action of the Town Commission.

Section 2.04. Employment Classifications

For purposes of administration, employees shall be classified as follows:

Regular Full-Time Employee

An employee regularly scheduled to work forty (40) hours each workweek in an authorized position and eligible for benefits as provided by this handbook.

Regular Part-Time Employee

An employee regularly scheduled to work fewer than forty (40) hours each workweek. Eligibility for benefits shall be determined by Town policy and applicable law.

Temporary Employee

An employee hired for a specific project, seasonal assignment, emergency need, or limited duration.

Temporary employment does not create an expectation of continued employment.

Exempt Employee

An employee exempt from the overtime provisions of the Fair Labor Standards Act.

Non-Exempt Employee



An employee eligible for overtime compensation in accordance with the Fair Labor Standards Act.

Section 2.05. Introductory Period

All newly hired employees shall serve an introductory period of six (6) months.

The introductory period provides an opportunity for the employee to demonstrate the ability to perform the essential functions of the position while allowing the Town to evaluate the employee's overall suitability for continued employment.

Completion of the introductory period does not alter the employment relationship or guarantee continued employment.

The Town Administrator may extend an introductory period when additional time is needed to evaluate performance.

Section 2.06. Promotions

When practical, the Town encourages advancement opportunities for qualified employees.

Promotions shall be based upon:

- qualifications
- demonstrated performance
- work history
- leadership ability
- organizational needs
- successful completion of the selection process

Promotion is not based solely upon seniority.

Section 2.07. Transfers

The Town Administrator may transfer employees between positions or departments when such action serves the operational needs of the Town.

Transfers may be temporary or permanent.



Section 2.08. Reclassification

The Town Administrator may recommend reclassification of positions when job duties have substantially changed.

Position reclassifications shall be approved by the Town Commission when required through adoption or amendment of the Position Classification Plan or Pay Plan.

Section 2.09. Outside Employment

Employees may engage in outside employment provided such employment:

- does not interfere with Town duties;
- does not create an actual or apparent conflict of interest;
- does not impair the employee's availability for Town work;
- does not involve misuse of Town equipment, confidential information, or public position.

Employees shall notify the Town Administrator in writing before accepting outside employment.

The Town Administrator may approve, deny, or revoke approval if the outside employment becomes inconsistent with the interests of the Town.

Section 2.10. Employment of Relatives (Nepotism)

Employment practices shall comply with Section 112.3135, Florida Statutes, and any other applicable law governing nepotism.

No public official shall appoint, employ, promote, or advance a relative as prohibited by law.

ARTICLE III

HOURS OF WORK, COMPENSATION, AND PERFORMANCE

Section 3.01 Purpose



This Article establishes the Town's policies regarding work schedules, attendance, payroll administration, compensation, overtime, performance evaluations, and related employment practices. These policies are intended to ensure compliance with applicable federal and state laws while providing flexibility necessary to meet the operational needs of the Town.

Section 3.02 Workweek

The Town's standard administrative work week consists of forty (40) hours, Monday through Thursday.

Employees are expected to report for work as scheduled and remain at work during their assigned hours unless authorized leave has been approved.

The Town may modify work schedules when necessary to:

- provide public services;
 - accommodate seasonal or operational demands;
 - respond to emergencies;
 - attend meetings or training;
 - comply with legal requirements; or
 - otherwise meet the needs of the Town.
-

Section 3.03 Attendance and Punctuality

Reliable attendance is an essential function of every position.

Employees are expected to:

- report to work on time;
- be prepared to perform assigned duties;
- notify their supervisor as soon as practical when they are unable to report to work or expect to be late; and
- comply with established leave request procedures.

Excessive absenteeism, repeated tardiness, or failure to follow notification procedures may result in corrective action.



Section 3.04 Timekeeping

The Town shall maintain accurate records of employee work time in accordance with applicable law.

Employees shall not:

- falsify time records;
- record time for another employee; or
- knowingly permit inaccurate time records to be submitted.

Section 3.05 Meal and Rest Periods

Meal periods are unpaid unless an employee is required to remain actively engaged in work responsibilities.

Employees are expected to return from meal periods promptly.

Short rest breaks may be authorized by supervisors when operationally appropriate.

Section 3.06 Payroll Administration

Employees shall be paid on a biweekly basis in accordance with the Town's adopted payroll schedule.

Payroll shall be administered in accordance with applicable federal and state laws and established administrative procedures.

The Town encourages employees to promptly review each paycheck and immediately report any discrepancies.

Section 3.07 Overtime

Employees shall receive overtime compensation in accordance with the Fair Labor Standards Act.

Except in emergencies, overtime must be approved in advance by the employee's supervisor or the Town Administrator.



Employees who work unauthorized overtime must report all hours worked. Working unauthorized overtime may result in corrective action; however, all hours worked will be compensated as required by law.

Paid leave, including vacation, sick leave, holidays, and other paid absences, shall not be considered hours worked for purposes of calculating overtime unless otherwise required by law.

The Town does not provide compensatory time in lieu of overtime compensation.

Section 3.8 Emergency Call-Back

Employees who are required to return to work after completing their scheduled workday due to an emergency or other authorized operational need shall be compensated in accordance with applicable law and Town policy.

Employees who are required to return to work after completing their scheduled workday due to an emergency or other authorized operational need shall receive compensation for the actual time worked or a minimum of two (2) hours, whichever is greater.

Emergency call-back compensation shall be administered in accordance with applicable wage and hour laws and Town policy.

The Town Administrator may establish administrative procedures governing call-back assignments and reporting requirements.

Section 3.9 Performance Evaluations

The Town is committed to fostering employee development through regular communication, coaching, and performance evaluations.

Performance evaluations are intended to:

- recognize accomplishments;
- establish performance expectations;
- identify opportunities for professional development;
- improve communication between supervisors and employees; and
- provide documentation supporting personnel decisions.



Employees shall normally receive a formal performance evaluation annually and at the conclusion of the introductory period.

Performance evaluations do not guarantee salary increases or continued employment.

Section 3.10 Compensation Adjustments

The Town Commission shall establish the Town's compensation plan through the annual budget process or other official action.

Compensation adjustments may include:

- cost-of-living adjustments;
- merit increases;
- market adjustments;
- promotional increases;
- reclassification adjustments; and
- other compensation changes approved by the Town Commission.

Unless otherwise authorized by the Commission, salary adjustments are subject to available funding and satisfactory job performance.

ARTICLE IV

EMPLOYEE BENEFITS AND LEAVE

Section 4.01 Purpose

The Town recognizes that a competitive benefits program supports employee well-being, recruitment, retention, and professional development.

The Town provides eligible employees with compensation and benefits consistent with applicable law, available funding, and policies adopted by the Town Commission.

Nothing in this Article creates a vested right to any benefit except as required by law.

Section 4.02 Employee Benefits

Eligible employees may participate in benefit programs approved by the Town Commission, which may include:

- Health Insurance



- Deferred Compensation Programs
- Workers' Compensation
- Other benefits approved by the Town Commission

Specific eligibility requirements shall be established through the applicable benefit plans.

The Town shall provide health insurance coverage for eligible regular full-time employees and shall pay the cost of employee-only coverage, subject to the terms and conditions of the applicable health insurance plan.

Employees may elect dependent or family coverage when available and shall be responsible for the additional premium attributable to such coverage unless otherwise authorized by the Town Commission.

Section 4.03 Retirement and Deferred Compensation Plans

The Town participates in a 401(a) Defined Contribution Plan administered through the Florida Municipal Pension Trust Fund and Florida League of Cities for eligible regular full-time employees. The Town shall make employer contributions on behalf of eligible employees at the contribution rate established by the Town Commission and reflected in the applicable plan documents.

Employee contribution requirements, eligibility, vesting, enrollment, distributions, and other plan provisions shall be governed by the applicable plan documents and actions of the Town Commission.

The Town also offers eligible employees the opportunity to participate in a 457(b) Deferred Compensation Plan administered through the Florida League of Cities. Employee contributions to the 457(b) plan are voluntary and shall be made through payroll deduction in accordance with applicable plan requirements.

An eligible employee who elects not to participate in the Town's employee health insurance coverage shall receive an employer contribution of seventy-five dollars (\$75.00) per biweekly pay period to the employee's 457(b) deferred compensation account, subject to applicable plan requirements and federal law.

In the event of a conflict between this Handbook and the governing retirement or deferred compensation plan documents, the applicable plan documents shall control.



Section 4.04 Professional Development and Educational Assistance

The Town recognizes that investing in employee education and professional development strengthens the organization and enhances the quality of public services.

Subject to available funding and approval by the Town Administrator, eligible employees may receive financial assistance for:

- College courses;
- Technical education;
- Professional certifications;
- License renewal fees;
- Continuing education;
- Conferences;
- Workshops;
- Professional association memberships; and
- Other training directly related to the employee's position or future advancement within the Town.

Approval shall consider:

- relevance to the employee's position;
- organizational benefit;
- available budget;
- employee performance; and
- staffing needs.

Employees receiving educational assistance may be required to execute a reimbursement agreement requiring continued employment with the Town for a specified period following completion of the training. Employees who voluntarily separate from employment before satisfying that commitment may be required to reimburse the Town for all or a portion of the educational expenses as provided in the agreement.



The Town Administrator shall establish administrative procedures governing eligibility, reimbursement limits, documentation requirements, and repayment provisions.

Section 4.05 Leave and Holidays

The Town shall provide leave and other employment protections required by applicable federal and Florida law. Such protections may include, as applicable, leave under the Family and Medical Leave Act, military leave, jury duty, workers' compensation laws, legally required disability or pregnancy accommodation, and other protected leave.

The Town Administrator may establish administrative procedures for requesting and documenting protected leave, provided such procedures are consistent with applicable law.

In the event of a conflict between this Handbook and applicable law, applicable law shall control.

The holidays listed below will be those observed by the Town and the offices will be closed for those holidays listed:

- Christmas Day through New Year's Day
- M.L. King Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day

If a holiday occurs on a Friday or Saturday, it will be observed the preceding Thursday. If a holiday occurs on a Sunday, it will be observed the following Monday.

Vacation leave for regular full-time employees will be earned on a prorated basis at four (4) hours per pay period (26 pay periods per calendar year equates to 104 hours per year) from the beginning of employment with the Town but does not become available for use until the completion of the introductory period. Annual leave may be accumulated without any applicable maximum until December 31st of each calendar year. On December 31st, any employee with more than 30 days or 240 hours accrued shall have the excess leave cancelled. The Town will buy up to eighty (80) hours of vacation leave in one calendar year from an employee provided that at least forty (40) hours always remains. Employees can



sell hours in June and December of each calendar year with the approval of the Town Administrator. Any employee separated from service to the Town shall be paid for accrued annual leave up to a maximum of 30 days or 240 hours. At the date of separation, leave shall be calculated to the nearest one-half day and paid at the employee's current rate of pay. If any advanced leave is not yet accrued on the payroll records, then it shall be deducted from the employee's final pay. The estate of an employee who dies while in the service of the Town shall be entitled to payment for accumulated annual leave up to but not to exceed 30 days or 240 hours. Advanced leave is not acceptable whereby the employee is left in a negative position for annual leave.

Only regular, full-time employees shall be eligible to accrue sick leave. Sick leave shall be earned at the rate of four hours per pay period. Sick leave may be accumulated with no maximum limit restrictions. Notification of the need to utilize sick leave should be requested prior to use or not later than two hours after the beginning of a scheduled work period. Upon request of the employee and approval of the Town Administrator, sick leave may be utilized for employee sickness, sickness of members of the immediate family living in the same household and for necessary medical appointments.

A regular full-time employee who separates from Town employment after completing at least ten (10) years of service shall be eligible to receive payment for fifty percent (50%) of the employee's accrued, unused sick leave, **up to a maximum of one thousand (1,000) accrued sick leave hours considered for purposes of calculating the payout. In no event shall the sick leave payout exceed five hundred (500) hours of compensation.**

An employee who separates from Town employment before completing ten (10) years of service shall not be eligible for payment of accrued, unused sick leave unless otherwise provided by an individual employment agreement approved by the Town Commission or required by law.

A regular full-time employee may be granted reasonable time away from work following the death of an immediate family member. Bereavement leave shall be charged against the employee's available sick leave or vacation leave, as appropriate.

For purposes of this provision, immediate family includes the employee's spouse, parent, child, sibling, stepparent, stepchild, stepsibling, parent-in-law, grandparent, grandchild, or another person whose relationship to the employee is substantially similar.

The amount of leave granted shall be determined by the Town Administrator based upon the circumstances, including travel requirements, funeral or memorial arrangements, and operational needs.



ARTICLE V

STANDARDS OF CONDUCT AND PROFESSIONAL EXPECTATIONS

Section 5.01 Purpose

The Town of Micanopy is committed to maintaining a professional, ethical, safe, and respectful workplace. Every employee contributes to the quality of municipal services and to the public's confidence in local government.

Section 5.02 Professional Responsibility

Every employee is expected to conduct themselves in a manner that reflects positively on the Town and promotes public confidence in municipal government.

Employees are expected to:

- Perform assigned duties competently and efficiently.
- Exercise sound judgment in carrying out their responsibilities.
- Follow lawful directives from supervisors.
- Treat coworkers, elected officials, contractors, volunteers, and members of the public with courtesy and respect.
- Maintain a professional demeanor while representing the Town.
- Safeguard Town property and public resources.
- Report concerns regarding safety, ethics, fraud, or policy violations.

Employees serve the public and are expected to conduct themselves in a manner that reflects the highest standards of integrity and professionalism.

Section 5.03 Customer Service

Providing excellent customer service is a fundamental responsibility of every Town employee.

Employees shall strive to:

- Respond to the public promptly and professionally.
- Communicate respectfully and courteously.
- Provide accurate information or direct individuals to the appropriate staff member.
- Treat every member of the public fairly and impartially.
- Resolve concerns whenever possible in a courteous and constructive manner.



Employees should remember that every interaction with the public reflects upon the Town of Micanopy.

Section 5.04 Respectful Workplace

The Town is committed to maintaining a workplace where employees are treated with dignity and respect.

Employees are expected to:

- Foster teamwork and cooperation.
- Communicate professionally.
- Respect differing viewpoints.
- Refrain from disruptive or abusive behavior.
- Resolve workplace disagreements constructively.

Conduct that undermines teamwork, creates unnecessary conflict, or interferes with the efficient operation of the Town may result in corrective action.

Section 5.05 Ethics and Public Trust

Public employment is a public trust.

Employees shall conduct themselves in accordance with the ethical standards established by Florida law and Town policy.

Employees shall:

- Avoid conflicts between personal interests and official duties.
- Use public resources only for authorized purposes.
- Perform duties impartially.
- Avoid conduct that could undermine public confidence in the Town.
- Promptly disclose actual or potential conflicts of interest as required by law or Town policy.

Nothing in this section replaces or limits the requirements of the Florida Code of Ethics for Public Officers and Employees.



Section 5.06 Conflicts of Interest

Employees shall avoid financial, personal, or professional interests that conflict—or appear to conflict—with their official duties.

Employees shall immediately disclose any actual or potential conflict to the Town Administrator.

The Town Administrator shall determine whether additional action is necessary to protect the integrity of Town operations.

Section 5.07 Outside Employment

Employees may engage in outside employment provided such employment:

- Does not interfere with Town responsibilities;
- Does not create a conflict of interest;
- Does not impair the employee's performance;
- Does not involve misuse of Town resources or confidential information; and
- Complies with all applicable laws and Town policies.

The Town Administrator may require written disclosure and may prohibit outside employment that conflicts with the interests of the Town.

Section 5.08 Confidential Information

Employees may have access to confidential, exempt, or sensitive information while performing their duties.

Employees shall protect such information in accordance with applicable law and Town policy and shall not disclose confidential information except as authorized or required by law.

The obligation to protect confidential information continues after employment ends.

Section 5.09 Use of Town Property



Town property, equipment, vehicles, technology, tools, and supplies are provided to conduct official Town business.

Employees are expected to exercise reasonable care in the use of Town property and promptly report loss, damage, or malfunction.

Unauthorized personal use, theft, misuse, or intentional damage to Town property may result in corrective action and may subject an employee to civil or criminal liability.

Section 5.10 Attendance and Dependability

Regular attendance and dependable performance are essential to the efficient operation of the Town.

Employees are expected to report to work as scheduled, complete assigned duties, and promptly notify their supervisor when circumstances prevent timely reporting.

Repeated absenteeism, excessive tardiness, or failure to comply with attendance procedures may result in corrective action.

Section 5.11 Dress and Personal Appearance

Employees are expected to maintain a neat, clean, and professional appearance appropriate to their assigned duties.

Department supervisors may establish reasonable dress and safety requirements consistent with operational needs.

Employees required to wear uniforms or personal protective equipment shall do so as directed.

Section 5.12 Duty to Report Organizational Concerns

Employees are encouraged to report operational concerns, safety hazards, suspected fraud, policy violations, unethical conduct, or opportunities for improving Town operations.

Employees who make reports in good faith will not be subjected to retaliation for raising legitimate concerns.



Nothing in this section requires an employee to make an internal report before making a disclosure or complaint protected by federal or Florida law or limits any rights or remedies available under sections 112.3187–112.31895, Florida Statutes, section 448.102, Florida Statutes, or other applicable law.

Section 5.13 Anti-Harassment and Equal Employment Opportunity

The Town of Micanopy is committed to providing a workplace free from unlawful discrimination, harassment, and retaliation.

Harassment based on any characteristic protected by federal or Florida law is prohibited. Prohibited conduct includes unwelcome verbal, visual, physical, or electronic conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances;
- Requests for sexual favors;
- Unwelcome physical contact;
- Sexually suggestive comments, jokes, or gestures;
- Displaying or transmitting offensive images or materials; and
- Other unwelcome conduct of a sexual nature.

Employees who believe they have experienced or witnessed harassment should promptly report the matter through the procedures established in this Handbook.

Retaliation against an individual who, in good faith, reports discrimination or harassment or participates in an investigation is strictly prohibited.

The Town will promptly review reported concerns and take appropriate corrective action when warranted.

Reports of discrimination, harassment, or retaliation may be made to the employee's supervisor, the Town Administrator, or another person designated by the Town. If the complaint concerns the Town Administrator, the employee may report the matter directly to the Town Attorney or Mayor. If the complaint concerns the Mayor or a Commissioner, the employee may report the matter to the Town Attorney.



Section 5.14 Workplace Violence

The Town is committed to maintaining a workplace free from violence, threats, intimidation, and disruptive behavior.

Employees shall not engage in:

- Physical violence;
- Threatening or intimidating behavior;
- Fighting;
- Stalking;
- Deliberate destruction of property;
- Bringing or using weapons in violation of Town policy or applicable law; or
- Any other conduct that jeopardizes the safety of employees or the public.

Employees shall immediately report any threats, acts of violence, or other safety concerns to their supervisor or the Town Administrator.

When appropriate, the Town may contact law enforcement or take immediate action necessary to protect employees and the public.

Section 5.15 Drug-Free Workplace

The Town is committed to providing a safe, healthy, and productive work environment.

Employees shall not report to work or remain on duty while impaired by alcohol, illegal drugs, or the misuse of prescription medication.

The unlawful manufacture, distribution, possession, sale, or use of controlled substances in the workplace or while conducting Town business is prohibited.

The Town may conduct drug and alcohol testing as authorized by applicable law and Town policy.

Employees taking legally prescribed medication that may impair their ability to safely perform essential job duties are responsible for notifying their supervisor when such impairment may affect workplace safety or job performance.



Section 5.16 Smoking, Tobacco, and Nicotine Products

To promote a healthy workplace and comply with applicable law, smoking, vaping, and the use of other tobacco or nicotine products are prohibited in Town buildings, Town vehicles, and other areas designated as tobacco-free.

Employees are expected to comply with all applicable local ordinances and workplace restrictions.

Section 5.17 Weapons

Except as authorized by law, employees shall not possess, display, or use firearms or other dangerous weapons while engaged in Town business, in Town facilities, or in Town vehicles.

Nothing in this section is intended to prohibit or restrict the lawful possession, storage, carrying, or use of a firearm or other weapon where such possession, storage, carrying, or use is protected by applicable federal or Florida law.

Section 5.18 Political Activities

Employees retain the rights afforded to them as private citizens to participate in the political process.

However, employees shall not:

- Use Town property, equipment, or resources for political purposes;
- Represent personal political views as those of the Town;
- Engage in political campaigning during working hours; or
- Allow political activities to interfere with the performance of official duties.

Nothing in this section is intended to restrict rights protected by law.

Section 5.19 Arrests and Criminal Convictions

Employees shall promptly notify the Town Administrator if they are arrested for or convicted of a criminal offense when the offense may affect their ability to perform their job, maintain required licenses or certifications, operate Town vehicles, or otherwise impact Town operations.



An arrest alone shall not automatically result in disciplinary action.

The Town may evaluate the circumstances to determine whether the employee can continue to perform the essential functions of the position and whether continued employment is appropriate.

Section 5.20 Falsification of Records

Employees shall maintain accurate and truthful Town records.

Knowingly falsifying, altering, destroying, or misrepresenting official records, reports, applications, payroll documents, inspection reports, financial records, or other Town documents is prohibited and may result in disciplinary action, up to and including dismissal, and may also subject an employee to criminal or civil penalties.

Section 5.21 Fraud, Theft, and Misuse of Public Resources

Employees are entrusted with public funds, equipment, and property.

Fraud, theft, embezzlement, unauthorized use of Town resources, or other dishonest conduct is strictly prohibited.

Employees who become aware of suspected fraud or misuse of public resources shall promptly report the matter to the Town Administrator.

The Town will investigate credible allegations and take appropriate corrective action.

Section 5.22 Standards Are Not All-Inclusive

The standards contained in this Article are intended to provide guidance regarding employee expectations.

Because it is impossible to anticipate every circumstance, employees are expected to exercise sound judgment and conduct themselves professionally at all times.

The Town reserves the right to address conduct not specifically identified in this Handbook when such conduct adversely affects Town operations, employee safety, public trust, or the efficient delivery of municipal services.

ARTICLE VI



TECHNOLOGY, INFORMATION, AND COMMUNICATIONS

Section 6.01 Purpose

Technology and information systems are essential tools for delivering municipal services. This Article establishes standards for the appropriate use of Town technology, electronic communications, information systems, and records while protecting the Town's operational integrity, cybersecurity, and compliance with Florida law.

Employees are expected to use Town technology responsibly, professionally, and in a manner that supports efficient public service.

Section 6.02 Ownership of Town Information

All records, documents, emails, text messages, photographs, electronic files, databases, reports, maps, recordings, and other information created, received, or maintained in connection with Town business are the property of the Town of Micanopy unless otherwise provided by law.

Employees shall not claim personal ownership of Town records or information created in the course of their employment.

Section 6.03 Acceptable Use of Technology

Town computers, networks, software, internet access, telephones, mobile devices, and other technology resources are provided primarily for conducting official Town business.

Employees shall use Town technology in a professional, lawful, and responsible manner.

Limited incidental personal use may be permitted provided it:

- Does not interfere with work responsibilities;
- Does not create additional costs for the Town;
- Does not violate law or Town policy;
- Does not compromise network security; and
- Does not interfere with the efficient operation of the workplace.

The Town may restrict or prohibit personal use whenever necessary.



Section 6.04 Electronic Communications

Electronic communications conducted in the course of Town business—including email, text messages, instant messaging, collaboration platforms, and other electronic communications—may constitute public records under Florida law.

Employees are expected to communicate professionally, courteously, and accurately in all electronic communications.

Electronic communications shall not be used to:

- Harass or intimidate others;
 - Transmit offensive or discriminatory material;
 - Conduct unauthorized political or commercial activities;
 - Disclose confidential or exempt information; or
 - Violate Town policy or applicable law.
-

Section 6.05 Public Records

Employees are responsible for preserving public records in accordance with Florida law and the Town's records retention requirements.

Employees shall promptly forward public records requests to the designated records custodian or Town Administrator unless otherwise authorized.

Employees shall not delete, destroy, alter, conceal, or improperly withhold public records.

The Town Administrator may establish administrative procedures governing electronic record retention and records management.

Section 6.06 Cybersecurity

Every employee plays an important role in protecting the Town's information systems.

Employees shall:

- Protect usernames and passwords;
- Use multi-factor authentication when required;
- Secure Town-issued devices;



- Immediately report suspected phishing attempts, malware, ransomware, or other cybersecurity incidents;
- Install only authorized software;
- Follow Town cybersecurity procedures.

Failure to follow cybersecurity requirements may result in corrective action.

Section 6.07 Password Security

Employees are responsible for safeguarding passwords and other authentication credentials.

Employees shall not:

- Share passwords with unauthorized persons;
 - Circumvent security controls;
 - Store passwords in unsecured locations; or
 - Use another employee's login credentials.
-

Section 6.08 Artificial Intelligence

The Town recognizes that artificial intelligence (AI) technologies may improve efficiency, research, document preparation, data analysis, and customer service when used responsibly.

Employees may use Town-approved AI tools only in accordance with applicable law and administrative procedures.

Employees shall not:

- Enter confidential, exempt, or sensitive information into unauthorized AI systems;
- Rely solely on AI-generated information without independent review;
- Represent AI-generated work as official Town information without verification; or
- Use AI in a manner that violates copyright, privacy, ethics, or applicable law.

Employees remain responsible for the accuracy, legality, and appropriateness of all work product generated or assisted by AI.



The Town Administrator may approve AI technologies and establish administrative procedures governing their use.

Section 6.09 Social Media

Employees shall use social media responsibly.

When using personal social media accounts, employees should avoid representing personal opinions as official Town positions.

Only employees authorized by the Town Administrator may publish official information through Town-operated social media accounts.

Nothing in this policy is intended to interfere with employee rights protected by applicable law.

Section 6.10 Personal Devices

Employees authorized to conduct Town business using personal devices shall comply with Town security requirements and public records obligations.

Employees should understand that communications relating to Town business conducted on personal devices may constitute public records subject to disclosure.

The Town Administrator may establish procedures governing the use of personal devices for Town business.

Section 6.11 Photography, Audio, and Video Recordings

Employees shall not create, distribute, or publish photographs, audio recordings, or video recordings obtained through their employment except as authorized or required in the performance of official duties.

Nothing in this section prohibits recording activities authorized by law or protected employee rights.

Section 6.12 Monitoring and Privacy

Town technology resources are provided for official business.



To the extent permitted by law, employees should have no expectation of privacy in information stored, transmitted, or received using Town-owned equipment, networks, email systems, internet services, or other Town technology resources.

The Town reserves the right to monitor, inspect, access, and review Town technology resources when necessary for legitimate governmental purposes, including:

- System maintenance;
- Cybersecurity;
- Public records compliance;
- Internal investigations;
- Legal proceedings; or
- Operational needs.

Monitoring shall be conducted in accordance with applicable law.

ARTICLE VII

SAFETY, RISK MANAGEMENT, AND EMERGENCY OPERATIONS

Section 7.01 Purpose

The Town of Micanopy is committed to providing a safe and healthy workplace for employees, volunteers, contractors, and members of the public.

Safety is a shared responsibility. Every employee is expected to perform assigned duties safely, comply with applicable safety regulations, promptly report hazards, and actively contribute to a culture of accident prevention and continuous improvement.

Section 7.02 Safety Responsibilities

Every employee shall:

- Follow established safety procedures.
- Use required personal protective equipment (PPE).
- Operate equipment safely and only when authorized.
- Report unsafe conditions immediately.
- Report accidents, injuries, and near misses promptly.



- Participate in required safety training.
- Cooperate during safety inspections and investigations.

Supervisors are responsible for promoting safe work practices and correcting unsafe conditions whenever reasonably possible.

Section 7.03 Workplace Safety

Employees shall comply with all applicable federal and state safety regulations and Town safety procedures.

Employees shall immediately report:

- Unsafe working conditions.
- Defective equipment.
- Utility hazards.
- Traffic hazards.
- Environmental hazards.
- Security concerns.
- Workplace violence concerns.

No employee shall knowingly create or ignore a hazardous condition that could endanger employees or the public.

Section 7.04 Personal Protective Equipment (PPE)

Employees required to use personal protective equipment shall wear and maintain such equipment in accordance with applicable safety requirements.

The Town will provide required PPE appropriate for assigned job duties.

Employees are responsible for:

- Proper use;
- Routine inspection;
- Reasonable care; and



- Prompt reporting of damaged or defective equipment.
-

Section 7.05 Reporting Injuries

All workplace injuries, occupational illnesses, vehicle accidents, property damage, and near-miss incidents shall be reported to the employee's supervisor immediately, regardless of severity.

Prompt reporting allows the Town to:

- Obtain medical treatment when necessary.
- Comply with workers' compensation requirements.
- Investigate the incident.
- Identify corrective measures.
- Reduce future risk.

Failure to promptly report an incident may result in corrective action unless circumstances reasonably prevented immediate notification.

Section 7.06 Workers' Compensation

The Town provides workers' compensation coverage in accordance with Florida law.

Employees injured in the course and scope of employment shall:

- Report the injury immediately;
- Cooperate with medical treatment;
- Comply with return-to-work requirements;
- Provide requested documentation; and
- Cooperate in the administration of the workers' compensation claim.

Nothing in this policy alters any rights or obligations established by Florida workers' compensation law.

Section 7.07 Vehicle Safety



Employees authorized to operate Town-owned or Town-leased vehicles shall:

- Possess a valid driver's license appropriate for the vehicle operated.
- Operate vehicles safely and lawfully.
- Wear seat belts.
- Promptly report accidents.
- Conduct reasonable pre-trip inspections when appropriate.
- Avoid distracted driving.

The use of handheld electronic devices while operating Town vehicles is prohibited except as permitted by law or during emergencies.

The Town Administrator may establish additional fleet management procedures.

Section 7.08 Drug and Alcohol Safety

Employees shall not perform safety-sensitive duties while impaired by alcohol, illegal drugs, or medications that impair the employee's ability to safely perform assigned duties.

Employees have an obligation to notify their supervisor if a prescribed medication may affect safe job performance.

Section 7.09 Emergency Operations

The Town may activate emergency operations during hurricanes, severe weather, utility emergencies, public health incidents, infrastructure failures, or other emergencies.

Employees designated as emergency personnel may be required to:

- Report to work outside normal schedules;
- Perform emergency assignments;
- Assist other departments;
- Support emergency response operations; or
- Continue providing essential municipal services.



Employees are expected to comply with lawful emergency directives issued by the Town Administrator or Incident Commander.

Section 7.10 Return-to-Work Program

The Town supports returning injured employees to productive employment whenever medically appropriate.

Employees released to temporary or modified duty shall cooperate with reasonable work assignments consistent with medical restrictions and operational needs.

Participation in temporary duty assignments does not alter the employee's employment classification or compensation unless otherwise authorized.

Section 7.11 Accident Investigation

The purpose of accident investigations is prevention—not blame.

Following workplace accidents or significant incidents, the Town may conduct an investigation to:

- Determine contributing factors;
- Identify corrective actions;
- Improve safety practices;
- Protect employees and the public; and
- Reduce future risk.

Employees are expected to cooperate fully with accident investigations.

Section 7.12 Safety Training

The Town shall provide safety training appropriate to employee job responsibilities.

Employees are expected to attend required training and apply the knowledge gained in performing assigned duties.

Training may include:

- Defensive driving;



- OSHA-related safety topics;
 - Utility safety;
 - Equipment operation;
 - Emergency preparedness;
 - Workplace violence prevention;
 - Cybersecurity awareness; and
 - Other training determined necessary by the Town Administrator.
-

ARTICLE VIII

CORRECTIVE ACTION AND PERFORMANCE MANAGEMENT

Section 8.01 Purpose

The Town of Micanopy is committed to maintaining a workplace where employees understand performance expectations, receive timely feedback, and are afforded opportunities to improve when appropriate.

Corrective action is intended to address performance deficiencies, policy violations, misconduct, and other workplace concerns in a fair, consistent, and constructive manner while preserving the Town's ability to efficiently operate and protect the public interest.

Nothing in this Article alters the at-will employment relationship or limits the Town's authority to impose appropriate corrective or disciplinary action.

Section 8.02 Management Philosophy

The Town believes that most workplace issues can be resolved through effective communication, coaching, supervision, and employee development.

Supervisors are encouraged to:

- Communicate expectations clearly.
- Address concerns promptly.
- Provide constructive feedback.
- Document significant performance issues.



- Recognize employee improvement.
- Seek lasting solutions rather than simply imposing discipline.

Corrective action should be administered consistently while considering the circumstances of each situation.

Section 8.03 Progressive Corrective Action

When appropriate, the Town may utilize progressive corrective action to address employee performance or conduct.

Progressive corrective action may include:

- Coaching or counseling;
- Verbal warning;
- Written warning;
- Performance Improvement Plan (PIP);
- Suspension;
- Demotion;
- Termination.

Not every situation requires each step.

The Town reserves the right to determine the appropriate level of corrective action based upon the circumstances of each case.

Section 8.04 Performance Improvement Plans

When appropriate, an employee may be placed on a Performance Improvement Plan (PIP).

A Performance Improvement Plan should generally include:

- The performance concern;
- Expected level of improvement;
- Specific performance goals;
- Resources available to assist the employee;
- Timeframe for improvement; and



- Consequences if improvement is not achieved.

Completion of a Performance Improvement Plan does not guarantee continued employment.

Section 8.05 Immediate Corrective Action

Certain conduct is so serious that progressive corrective action may not be appropriate.

The Town reserves the right to suspend, demote, or terminate employment without prior corrective action when circumstances warrant.

Examples include, but are not limited to:

- Violence or threats of violence;
- Theft or fraud;
- Falsification of records;
- Serious insubordination;
- Possession of illegal drugs in the workplace;
- Serious safety violations;
- Criminal conduct affecting employment;
- Breach of confidential information;
- Gross misconduct; or
- Other conduct determined by the Town to warrant immediate action.

This list is illustrative and not exhaustive.

Section 8.06 Administrative Leave

The Town Administrator may place an employee on administrative leave, with or without pay as permitted by law, while the Town reviews allegations of misconduct, safety concerns, workplace complaints, criminal investigations, or other circumstances affecting Town operations.

Administrative leave is not disciplinary action unless expressly designated as such.

Section 8.07 Investigations



The Town may investigate allegations involving:

- Policy violations;
- Misconduct;
- Harassment;
- Safety concerns;
- Fraud;
- Theft;
- Workplace violence;
- Ethics concerns;
- Public records violations; or
- Other matters affecting Town operations.

Employees are expected to cooperate fully during investigations.

Knowingly providing false or misleading information during an investigation may result in corrective action.

Section 8.08 Employee Response

Employees will generally be given an opportunity to respond to allegations before disciplinary action is imposed, unless circumstances require immediate action.

Nothing in this section creates a contractual right to any specific disciplinary procedure.

Section 8.09 Documentation

Supervisors are expected to document significant performance concerns, coaching efforts, corrective action, investigations, and disciplinary decisions.

Documentation should be:

- Accurate;
- Objective;
- Timely;
- Respectful; and



- Maintained in accordance with Town procedures.
-

Section 8.10 Employee Assistance

When appropriate, supervisors are encouraged to identify resources that may help employees improve performance or address workplace concerns.

Such resources may include:

- Additional training;
- Coaching;
- Professional development;
- Employee Assistance Programs (if available);
- Temporary mentoring; or
- Other appropriate support.

Providing assistance does not prevent the Town from taking corrective action when warranted.

Section 8.11 Corrective Action Is Not Contractual

Corrective action is intended to promote fairness and consistency but is not intended to create contractual rights or mandatory disciplinary procedures.

The Town reserves the right to:

- Skip disciplinary steps;
- Repeat disciplinary steps;
- Combine disciplinary actions;
- Modify corrective measures;
- Take immediate disciplinary action; or
- Separate an employee from employment whenever determined appropriate.

Each situation shall be evaluated individually.



Section 8.12 Prohibited Retaliation

The Town prohibits retaliation against employees who, in good faith:

- Report violations of law or Town policy;
- Participate in investigations;
- Report workplace safety concerns;
- Report fraud or unethical conduct;
- Request legally protected accommodations or leave; or
- Exercise rights protected by law.

Employees who engage in retaliation are subject to corrective action.

Section 8.13 Employee Recognition

The Town encourages supervisors to recognize employees whose performance exemplifies the Town's mission and core values. Recognition may include commendations, letters of appreciation, professional development opportunities, service awards, or other forms of acknowledgment approved by the Town Administrator.

Recognition programs are discretionary and may be modified based on organizational needs and available resources.

ARTICLE IX

SEPARATION FROM EMPLOYMENT

Section 9.01 Purpose

This Article establishes policies governing the separation of employees from employment with the Town of Micanopy. The Town recognizes that employment may end for many reasons, and it is committed to administering separations fairly, professionally, and in accordance with applicable law.

Section 9.02 Types of Separation

Employment with the Town may end through one or more of the following:



- Voluntary resignation;
- Retirement;
- Completion of temporary or seasonal employment;
- Expiration of an employment agreement;
- Reduction in force;
- Medical separation, when appropriate;
- Job abandonment;
- Dismissal; or
- Death.

The Town Administrator shall determine the appropriate classification of separation consistent with this Handbook and applicable law.

Section 9.03 Resignation

Employees who voluntarily resign are encouraged to provide written notice at least:

- Two (2) weeks for most employees;
- Four (4) weeks for department heads or management positions, when practical.

The Town may waive all or part of the notice period based upon operational needs.

Failure to provide notice does not prevent resignation but may be considered in determining future employment eligibility.

Section 9.04 Retirement

Employees who retire are encouraged to provide advance notice to facilitate succession planning and the orderly transfer of responsibilities.

The Town appreciates the service and contributions of retiring employees and may recognize retirement through appropriate ceremonies or acknowledgments approved by the Town Administrator.



Section 9.05 Reduction in Force

The Town reserves the right to eliminate positions or reduce staffing due to:

- Budgetary constraints;
- Organizational restructuring;
- Operational efficiencies;
- Lack of work;
- Elimination of programs;
- Grant expiration; or
- Other legitimate governmental purposes.

Nothing in this section creates seniority rights or guarantees continued employment.

When practical, the Town will provide advance notice of reductions in force.

Section 9.06 Job Abandonment

Employees who fail to report to work for three (3) consecutive scheduled workdays without notifying the Town, unless circumstances reasonably prevent notification, may be considered to have voluntarily abandoned their position.

Prior to classifying an employee as having abandoned employment, the Town will make reasonable efforts to contact the employee.

Section 9.07 Exit Interviews

The Town may conduct exit interviews to obtain feedback regarding employment experiences and opportunities for organizational improvement.

Participation is voluntary unless otherwise required by law or employment agreement.

Information obtained through exit interviews may be used to improve Town operations and employment practices.



Section 9.08 Return of Town Property

Before separation from employment, employees shall return all Town property, including but not limited to:

- Keys;
- Identification cards;
- Computers;
- Mobile devices;
- Credit cards;
- Uniforms;
- Tools;
- Equipment;
- Records; and
- Other Town-owned property.

The Town may delay administrative processing of separation until Town property has been accounted for, consistent with applicable law.

Section 9.09 Final Compensation

Employees separating from employment shall receive final compensation in accordance with applicable law and Town policy.

Final compensation may include:

- Regular wages;
- Approved overtime;
- Accrued leave benefits, if eligible;
- Other compensation authorized by Town policy or law.

The Town may make deductions authorized by law or voluntarily authorized by the employee.



Section 9.10 Benefits Continuation

Employees separating from employment will be provided information regarding continuation of benefits as required by applicable law and applicable benefit plans.

Questions regarding retirement benefits, health insurance continuation, deferred compensation, and other post-employment benefits should be directed to the Town Administrator.

Section 9.11 Eligibility for Reemployment

Former employees may be considered for reemployment based upon:

- Previous work performance;
- Circumstances of separation;
- Qualifications for the position;
- Employment history; and
- The needs of the Town.

Previous employment with the Town does not guarantee reemployment or restoration of prior benefits unless required by law.

Section 9.12 Post-Employment Responsibilities

Former employees remain responsible for:

- Protecting confidential information;
- Complying with applicable ethics laws;
- Returning Town records not previously surrendered;
- Cooperating with lawful requests relating to Town business conducted during employment; and
- Complying with any continuing obligations established by law or written agreement.

ARTICLE X



EMPLOYEE COMMUNICATION, PROBLEM RESOLUTION, AND ADMINISTRATIVE REVIEW

Section 10.01 Purpose

The Town encourages open communication and the prompt resolution of workplace concerns at the lowest appropriate level.

Employees are encouraged to discuss questions, concerns, or workplace issues with their supervisors whenever practical. Early communication often leads to timely and effective solutions while fostering a positive and professional work environment.

This Article establishes procedures for raising workplace concerns while preserving the Town's ability to efficiently manage its operations.

Section 10.02 Open Door Policy

The Town maintains an Open Door Policy that encourages employees to communicate openly with supervisors and management.

Employees are encouraged to:

- Ask questions regarding Town policies or procedures;
- Discuss workplace concerns;
- Suggest improvements to Town operations;
- Seek clarification regarding job expectations; and
- Raise concerns regarding working conditions or employee relations.

Employees may request a meeting with their immediate supervisor or, when appropriate, the Town Administrator.

No employee shall be discouraged from raising legitimate workplace concerns in good faith.

Section 10.03 Informal Resolution

Employees are encouraged to attempt to resolve routine workplace concerns through informal discussion whenever appropriate.



Many misunderstandings can be resolved through respectful communication without the need for formal review.

Supervisors are expected to listen carefully, consider concerns objectively, and work toward practical solutions consistent with Town policy.

Section 10.04 Administrative Review

When an employee believes a workplace issue cannot be resolved informally, the employee may request administrative review by the Town Administrator.

Administrative review may include matters involving:

- Application of Town policies;
- Working conditions;
- Interpersonal workplace conflicts;
- Supervisory concerns;
- Performance expectations;
- Operational issues; or
- Other employment-related concerns.

The Town Administrator may review the matter, gather information, meet with involved parties, and issue an administrative determination as appropriate.

Section 10.05 Matters Excluded from Administrative Review

Administrative review is not intended to replace procedures established by federal or state law or other provisions of this Handbook.

This Article does not apply to:

- Workers' compensation claims;
- Unemployment compensation;
- Public records requests;
- Matters subject to external administrative or judicial review;



- Issues governed by statutory appeal rights; or
 - Other matters excluded by applicable law.
-

Section 10.06 Reporting Unlawful Conduct

Nothing in this Handbook limits an employee's right to report suspected violations of law to appropriate governmental authorities.

Employees are encouraged to report suspected:

- Fraud;
- Waste or abuse of public resources;
- Safety violations;
- Discrimination;
- Harassment;
- Retaliation;
- Ethics violations; or
- Other unlawful conduct.

The Town prohibits retaliation against employees who make good-faith reports or participate in investigations.

Section 10.07 Confidentiality

The Town will make reasonable efforts to protect the privacy of individuals involved in workplace concerns and investigations.

Absolute confidentiality cannot be guaranteed because information may need to be shared to:

- Conduct an investigation;
- Comply with public records laws;
- Meet legal obligations;



- Protect employee safety; or
- Resolve workplace issues.

Employees participating in investigations are expected to respect the privacy of others while recognizing that protected rights under applicable law are not restricted by this policy.

Section 10.08 Non-Retaliation

The Town strictly prohibits retaliation against any employee who, in good faith:

- Reports suspected violations of law or Town policy;
- Requests an accommodation;
- Requests protected leave;
- Participates in an investigation;
- Reports workplace safety concerns; or
- Exercises rights protected by law.

Retaliation itself is a violation of this Handbook and may result in corrective action.

Section 10.09 Final Administrative Determination

Following administrative review, the Town Administrator may issue a written or verbal determination as appropriate to the circumstances.

Administrative determinations are intended to provide guidance, resolve workplace concerns, and promote the efficient operation of the Town.

Nothing in this Article creates contractual appeal rights or limits the Town Administrator's authority to administer Town operations consistent with the Town Charter and policies adopted by the Town Commission.

ARTICLE XI

GENERAL PROVISIONS



Section 11.01 Order of Precedence

In the event of a conflict between this Handbook and applicable federal or state law, the Town Charter, an applicable ordinance, collective bargaining agreement, or individual employment agreement approved by the Town Commission, the controlling law, Charter provision, ordinance, or agreement shall govern.

Administrative procedures adopted by the Town Administrator shall be consistent with and shall not supersede this Handbook or action taken by the Town Commission.

Section 11.02 No Waiver of Legal Rights

Nothing in this Handbook shall be construed to waive, limit, or interfere with any right, protection, remedy, or obligation provided by federal or Florida law, the United States Constitution, the Florida Constitution, the Town Charter, an applicable collective bargaining agreement, or an approved employment agreement.

Section 11.03 Severability

If any provision of this Handbook is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect to the extent permitted by law.

Section 11.04 Amendment

The Town Commission may amend, repeal, or replace this Handbook by appropriate action. The Town Administrator may recommend amendments and may establish administrative procedures necessary to implement policies adopted by the Town Commission, provided such procedures are consistent with this Handbook and applicable law.