



Town of _____

Micanopy

Florida

January 13, 2026

Town Administrator's Report

Informational Items Only

Broadband Update

Cox Communications has completed its broadband build within the Town. Residents may now contact Cox directly to sign up for internet service and inquire about available plans.

Vegetation Maintenance – Duke Energy

Duke Energy will be conducting routine vegetation maintenance within the Town over the next two weeks. Trimming will occur along portions of U.S. 441, Division Street, Seminary Avenue, and parts of Chokolka Boulevard. All work will be performed in accordance with Duke Energy's approved Vegetation Maintenance Plan to ensure the safety and reliability of electric service.

Staffing Update – Part-Time Administrative Assistant

As part of the FY budget development process, funding was included for a part-time Administrative Assistant position. The position was advertised, and interviews are scheduled to take place this week. If selected, the new hire will provide administrative support across multiple functions and help establish improved separation of duties for tasks currently handled by the Town Administrator due to limited staffing levels. This position is intended to strengthen internal controls, improve workflow efficiency, and provide greater operational capacity as the Town continues to manage an increasing volume of projects and daily administrative responsibilities.

This report is provided for informational purposes only; no action is requested.

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