



## CITY ADMINISTRATOR'S UPDATE

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April 13, 2026

### MEMORANDUM

TO: Oak Hill City Commission  
FROM: John C. Barkley, City Administrator *JCB*  
SUBJECT: City Administrator Report

The following is an update regarding the City's operations and priority projects as of April 13, 2026:

#### Administration

- Coordinated logistical and site planning with waste collection companies for the removal of bulk items, tires and hazardous materials in preparation for Amnesty Day.
- Working with Volusia County Emergency Operations team regarding Emergency Operations planning in preparation for hurricane season.
- Continued search/interviews for Planning Services.
- Attended VLOC 50<sup>th</sup> Anniversary Gala at the Ocean Center in Daytona Beach.
- Working with Volusia County on the renewal of the current ISBA Agreement, scheduled for renewal in September 2027. Mayor and City Attorney have been involved in the ongoing discussions.
- Staff support provided for Commission meeting, PLDRC, Comprehensive Plan Committee, and Parks and Recreation Advisory Board.
- Working with City's auditing firm to provide documentation in preparation for the FY 25 Audit.
- Contacted Volusia County Public Works regarding an invoice received for ditch cleaning. VC Public Works Director has offered to rescind the invoice as it was provided without proper authorization. Updated invoice to be provided at the 4/13 Regular Commission meeting.
- Established an administrative office at the VIA Hall/Museum and met with ECHO officials to discuss schedule changes and additional hours of operation.

- Working with the City Attorney on State law changes and updates regarding municipal approval of development projects.
- New MOA with DOT for US Rt. 1 median maintenance has been approved.
- Working with Clear.gov to finalize installation of new community development software system.
- Thanks to VSO for holding a Fraud Protection seminar on April 8<sup>th</sup>. They also provided 7 Neighborhood Watch signs to be placed around town.
- Working on a draft of the boundary description for the City of Oak Hill Municipal Charter update, describing the outer limits. Given the several County parcels located within the outer limits that create a “donut hole,” we’re compiling a list of these parcels to be excluded. There are 15 parcels that lie outside the outer limits. These parcels are described individually. Final Charter language will be incorporated once the boundary description is finalized.
- Continuing review of policy and fees related to requests for information to ensure compliance with FL Sunshine Law.
- Established remote connection of administrative laptops to provide access to the City’s data files 24/7.

### **Infrastructure**

- Commenced solicitation for bids for the Halifax Septic to Sewer project utilizing Demand Star procurement system. FDEP is in the process of preparing an amendment to the legislative funding to allow us appropriate time to construct the sewer force main and transfer funding from other tasks within the grant to cover the drainage improvements along Gaines.
- Volusia County continued ditch cleaning throughout the Turnball Hammock Watershed area (Halifax Ave. to Putnam Grove Rd).
- Established City DPW schedule for ditch cleaning.
- Reviewing CDBG grant process for the purpose of paving roads throughout the City.

### **Code Enforcement**

- See attachment for a comprehensive listing of complaint cases.

### **Public Works/Parks & Recreation**

- DPW’s focus is shifting more to grounds maintenance at the parks, facilities, and ROW's with the approaching growing season.
- Began some overhead trimming mainly at the river parks but will be expanding to roadways in the near future.

- Working on canal (ditch) cleaning, in preparation for the upcoming rainy season. Removing trash and large obstructions and boom mowing.
- Installed wall and door for the Adm. office.
- Continuing efforts to make improvements to Nancy Cummings ballfield.
- Installed message boards for the N. Gaines St. Speed limit change. The signs will be changed from 25mph to 20mph at the end of the 7-day notice period, as requested by the VSO.
- Serviced mowers, ball field rakes, and tractors in preparation for the growing season.
- Made required repairs to the Honda four-wheeler.
- Removed 2 benches at the shuffleboard board courts at Mary DeWees Park. The shuffleboard board courts need to be resurfaced, and the benches are very old, dilapidated wooden structures. They had termite and significant rot damage. There were exposed nails that became a serious safety liability. As the courts are unusable and there is no demand for them, we are considering other uses that would be conducive to modernizing the park. Also looking at converting the tennis court into pickleball courts.