



CITY ADMINISTRATOR REPORT

November 17, 2025

MEMORANDUM

TO: Oak Hill Commission

FROM: John Barkley

SUBJECT: City Administrator Report

The following is a summary of priority projects currently in the works (**updates in bold**):

Community Development Software – on order from the selected vendor. Installation and training expected to take 60 days. Staff training to begin next week. **Training and installation in process. Migrating data files and working on upload of the system to the City website. Staff will eventually test the program in-house before opening it up to a format suitable for public interaction.**

DPW Equipment Needs – met with local resident and business owner David Lee to discuss ideas on vehicles that would provide the City with the best versatility and productivity, with a priority on ditch and grounds maintenance. New trailer purchase approved at the October 27th Commission meeting. Staff will follow-up with bids for the lift. **Working on bids to be presented at the December 8th Commission meeting.**

Emergency Management Plan – benchmarking other plans and drafting the plan for Oak Hill. To be presented to the Commission at a future meeting. **We now have a draft plan prepared for presentation to the Commission on December 8th.**

Structural Assessment – working on bid solicitation from Structural Engineering Companies for an independent structural assessment of the church structure to serve as a foundation for the discussion of future use of the City-owned property adjacent to Nancy Cummings Park. **Ongoing.**

Speed Bumps – removed the Canal Avenue speed bump until alternate location(s) are decided upon. Continuing research and review of information on appropriate grades and styles for applicable arterial roadways. Update provided at the October 27th Commission meeting. Staff will begin removing the currently used speed bumps and is reviewing options for speed humps that are more conducive to the 25 mph standard. **Beginning removal of all existing speed bumps and researching digital options for traffic calming along with a potential change in the speed limit on N. Gaines Street in the vicinity of Mary DeWees Park.**

Contracts – continuing review of independent contracts. First contract in the queue to be addressed at the October 13th Commission meeting. All independent contracts discussed at the October 13th Commission meeting. Paving contract eliminated, Tree removal, Land Clearing to be rebid. Economic Development contract to be terminated. City Administrator to follow up on the Building Inspector contract. **Reviewing the Building Inspector contract to consider future options for the service.**

FDOT Medians – working with District 5 on funding and an agreement for the installation of trees and landscaping in the medians. Working on grant application through FDOT Beautification program. **Ongoing.**

NPDES Permit Renewal – hosted a meeting with FDEP representatives to discuss permit renewal, compliance measures and best management practices (BMPs) associated with the renewal of the City's NPDES permit. Provided update to the FDEP October 10 with an update on recent up to best practices initiative. Receipt of first submittal of document confirmed. Ongoing. Provided additional documentation on current stormwater projects in the works.

Charter Revision – followed up with surveyor to discuss required maps that reflect annexations since 1994. 1994 maps are not on file at City Hall so it will require further research to ensure the boundary survey is up to date. **Ongoing.**

Water and Sewer Infrastructure - working with County officials on Water/Sewer projects, including future Water Storage Tank location on S. US Highway 1. County will be unveiling a new water model for SE Volusia in November. **Ongoing.**

Halifax Septic to Sewer Project – design in progress. Extends sanitary sewer along Halifax Ave from Oak Street east to the peninsula and along River Road to tie-in at Seminole Rest. A pump station will be designed at the intersection of River Road and Halifax Ave. Provides

the opportunity for residents currently on septic to tie into the sewer system and eliminate septic systems from discharging to the lagoon. Drainage at Halifax/Gaines to be addressed during construction of the sewer to septic system. **Design and engineering at 60% completion.**

Aerial Canal at River Breeze Park - stormwater quality project was constructed in River Breeze Park to treat drainage in the Aerial Canal. Contacted County officials to indicate that they may be holding water at a higher elevation and causing flooding on adjacent properties. Communication continues among staff and Commissioners and Volusia County officials. Attended a site visit with the owner of Indian Mound Fish Camp and Volusia County officials to discuss the impacts of flooding and erosion in the vicinity of the Riverbreeze Park drainage system on the lagoon at Indian Mound Fish Camp and surrounding neighborhood. Awaiting update from Volusia County. Volusia County is reviewing historical data and aerial maps and working on a plan to reduce the sediment in existing the canal, including the possibility of having the canal flow through a sediment basin upstream of the fish camp. **Ongoing.**

Oak Hill Stormwater Utility Fee Establishment – City engineer is working to develop the Equivalent Residential Units (ERU) based on impervious area and adopting the stormwater utility fee. Goal is to have this considered by the Commission for FY 2026-27. We are researching other impact fees. **Ongoing.**

Site Plan Review/Oak Bridge Colony – continuing staff review of development site plan for OakBridge Colony. Developer requested a meeting with the Commissioners prior to final development order submittal to the Commission. Neighborhood meeting scheduled for October 23rd. Neighborhood meeting held October 23rd. Staff will work with the developer on follow up. **Working with developer on stormwater planning to prepare development order for submittal to the Commission.**

Site Plan Review/Oak Hill Station - continuing staff review of special exception request for open storage on-site for Oak Hill Station. Final application to be presented to the Commission at a future meeting. **To be submitted for consideration at the December 8th Commission meeting.**

Nancy Cummings Park/Turnbull Hammock Preliminary Design – submitted planning grant application to Volusia County Transform 386 for a project to install culvert and ditch improvements between Halifax and N Putnam, Storage Pond North of Nancy Cummings Park, and modifications to the culvert under Halifax. Also contacted County officials about

the drainage ditches located to the South along the western edge of US Highway 1. Responded to Volusia County request for follow-up information regarding the proposed scope of work. Visited Nancy Cummings Park to discuss the flooding concerns and ditch maintenance with residents on Wood Drive. Awaiting response to scope of work from Transform 386. **Ongoing.**

Canal Avenue Drainage Improvements – provided scope of work for design of stormwater improvements along Canal Ave from the Old Country Store to the east end of Canal Ave., including a cross drain at the east end of Canal to restore drainage from the north Side of Canal Ave. **Completed required scope of work and associated forms for submittal to the State/DEP. Received confirmation of submittal of required forms. Funds will be received as the work progresses. Site-visit scheduled with Volusia County November 17 to assess the need to replace culverts.**

Halifax/Rt. 1 - property at the northwest corner of Halifax/Rt. 1 (3 Parcels) is listed for sale. The City Commissioners may want to consider purchasing the property for the purpose of future stormwater management and future outdoor activities/events. Reached out to request pricing information. Considering possible use of remaining ARPA balance. Commission discussed this at the October 27th Commission meeting. An offer will be tendered for a price of \$75,000. **Offer tendered to the agent for the owner, awaiting reply.**

VIA Museum – met with Museum volunteers to discuss communication, organizational matters, ownership of museum contents, maintenance of the museum, events, and coordination of efforts going forward. Confirmed City permitting for the new shed at the Community Garden. Working on a plan for lighting, security, routine cleaning and maintenance, and a protocol for volunteers and staff to monitor and respond to vandalism and trespassing. Established communication protocol and hosting routine check-in progress meetings. **Continuing communications to further discuss maintenance and operational issues. Working with contractor to schedule roof repair project.**

Forensic Audit – continuing to interview and solicit proposals from independent firms with expertise in forensic audit process. **Recommendation anticipated to be presented to the Commission on December 8th.**

Parks & Recreation Advisory Board – staff is working on re-establishing a parks and recreation board. To be presented to the Commission in November. **Discussed By the**

Commission on November 10th. Currently soliciting volunteers for the Board through advertisements on the City website.

Impact Fees – Staff is researching impact fees assessed by other jurisdictions to determine the best way to established fees to be paid by developers for the impacts that project have on the City as opposed to the tax payers of Oak Hill. This will include consideration of a parks impact fee. **Ongoing.**

Trash and Recycling Collection Contract – presented to the Commission October 27th. Staff is working with WastePro to negotiate a contract and will provide a proposed contract from WastePro with pricing options and any necessary amendments to the Commission November 10th. **Bid rejected by the Commission on November 10th. RFP to be re-advertised. Working on potential month to month agreement with current contractor to provide continuity of service until new bids are received.**

Comprehensive Plan – Commission discussed the need to update the Comprehensive Plan on November 10th. A committee will be formed to review the plan and recommend updates to the Commission. Staff will solicit volunteers for the Committee to be appointed by the Commission.

Code Enforcement – see the following link to view a copy of the Code Complaint log as of November 12th. [CodeComplaints 11122025.xls](#)