



CITY ADMINISTRATOR REPORT

January 12, 2026

MEMORANDUM

TO: Oak Hill 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 currently underway:

Administration

- Property Acquisition – Halifax Ave./Rt. 1: Offer of \$75,000 tendered by the City and accepted contingent on closing before 1/15. Owner has since removed the .9 acre parcel (southwestern parcel of the subject 3 parcels) because it was discovered that they do not own it. Scheduled for Commission review 1/12.
- IT: Working on remote access for staff to allow for secure connection to the City's server.
- Forensic Audit: Staff has interviewed 3 potential vendors. Initially it was thought that we would focus specifically on ARPA funding, however we have found that the cost of the service would be well beyond current budget capabilities for the 5-year scale of audit service as directed by the Commission at this time.

City of Oak Hill

1/12/2026

Quote Summary

Forensic Audit (Estimates)

Aprio Advisory Group

\$15,000-\$35,000

Wolfland & Co.

\$30,000-\$50,000

BDO USA

\$60,000-\$100,000

- Community Development Software: Data migration has been completed and training of City staff is scheduled. Installation anticipated within 60 days.
- Beginning staff review of the Personnel Rules handbook.
- Coordinating and organizing the Volusia League of Cities Dinner, including sponsorships and logistics: Waste Pro and TD Bank are covering the bar, Mead & Hunt are sponsoring the centerpieces which will be provided by BJ'S flowers, Goodrich's has graciously donated the venue and appetizers, and Gulf Atlantic Vehicles donated golf carts for parking transportation.
- Reviewing letters of interest for the City Attorney position.
- Coordinated with Universal Engineering to ensure a smooth transition following the departure of the Building Inspector, including implementation of the new building portal. The portal is fully up and running, and early feedback indicates citizens are using the system successfully with minimal issues.
- Ethics training is scheduled for 2/18 at The Center at Deltona; attendance is mandatory for Mayor, Commission and City Manager.
- Working with The Daytona Tortugas on Oak Hill/ Edgewater night for 6/26 where they will be asking the commission, and city staff and community to attend, also asking The Mayor to throw the first pitch.

Code Enforcement

- Update regarding violation cases #202510130 - #202510131 affiliated with vacant property River Rd. – Parcel ID: 950500000292:
 - 12/29/2025 inspection - Boat remains anchored in canal that is part of vacant parcel.
 - 12/30/2025 - Notice of Hearing and Notice of Citation/Request for Hearing mailed.
 - VSO and FWC have been notified and are prepared to provide enforcement assistance if necessary as the occupant has displayed erratic behavior.
 - 02/06/2026 - Notice of Hearing and Notice of Citation/Request for Hearing will be posted if boat is not removed.

- Hearing will be conducted March 10, 2026, at 9:00 a.m. (if not corrected by agreed date of Feb 6, 2026).

Emergency Management

- Draft Emergency Operations Plan and Oak Hill/Volusia County Hazard Mitigation Strategy scheduled to be presented to the Commission 1/12.

Legal

- Commission is scheduled to consider City Attorney's recommendation of an objection to a motion to intervene made by the property owners affected in the Garden St. Development litigation process on 1/12.

Planning/Zoning

- Atlantic Steel expansion site plan scheduled for review by the PLDRC 1/29.
- RFP for Planner/Planning Service has been posted on the City website and Florida League of Cities job postings.

Public Works

- Continued right-of-way maintenance, grounds maintenance and facility cleaning and maintenance.
- Continued speed hump removal, as of today there have been 5 sets removed out of the 11 total.
- 5100E Tractor conversion completed and back on site with new attachments.
- FEMA roofing projects underway at VIA Hall, Mary Dewees Park and City Hall.
- Completion of bidding process for FEMA East Halifax roadway repair. Presenting bids to commission at meeting 1/26.
- Received quotes for towable boom lift. Presenting quotes to commission on 1/12.

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Quote Summary

Towable Boom Lift

*Everglades - John Deere	\$35,590.00	(Staff Recommended)
Cisolift - Haulotte	\$45,965.00	
Aerial Titans - Genie	\$49,950.00	

** Paid for with ARPA funding*

- We are reviewing options for renovation of the structure at the Powell property to encourage more use of the property as a viable event destination in the future.

Water and Sewer Infrastructure

- Halifax Avenue Septic to Sewer Project design is wrapping up design and permit submittals. We are waiting on two items to complete the 100% design package, the electrical details from the pumpstation manufacturer and the additional survey along Gaines St.

Stormwater Management

- Canal Ave: Survey is in process and then we will begin the design and permitting phase. Submitted a FY 26 request in the amount of \$900,000 to the State Legislature for the construction phase of the project once design and permitting is complete.
- Staff received a confirmation letter from FDEP confirming findings from the NPDES program audit conducted on September 17, 2025 per Chapter 403, Florida Statutes (F.S.), Chapter 62-624, Florida Administrative Code (F.A.C.). Review and response in process.