CITY ADMINISTRATOR'S UPDATE

March 6, 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 March 6, 2026:

Administration

- Continuing to provide staff support to the City Commission, Parks and Recreation Advisory Board, PLDRC and Comprehensive Plan Committee, including the distribution of agenda packets, staffing the meetings, drafting of minutes for approval, drafting edits to the Comprehensive Plan for future presentation to the Commission, and maintaining compliance with public notice requirements for all meetings and events.

- Reviewing requirements for ECHO Grant application process to apply for funding to provide recreational improvements to the Volusia Forever Property upon conclusion of SJWMD site work.

- Reached out to Volusia County Planning Division to renew discussions on the renewal process for the Interlocal Service Boundary Agreement, which expires in 2027.

- Corey Surveying is finalizing a map to assist in preparing the metes and bounds description of the municipal boundaries to complete the Charter update. Their final task is to plot out the 1994 description and revise to include the annexed parcels since 1994.

- Obtaining quotes for the scanning/demolition of documents.

- Obtaining estimates for weatherization of the storage shed to allow for document storage.

- Working with the City Attorney on updates to the policy and fee schedule associated with Requests for Information.

- Preparing financial documentation for the FY 25 Audit process.

- Working on a list of improvements needed for the Powell Property, including the use and/or demolition of structures located on the property.

- Planning for baseball field repairs continue at Nancy Cummings Park.

- Reviewing rental fee schedule for the use of Mary DeWees Park by local organizations.

- Obtaining estimates for the installation of a wall/door to secure the City Adm. Office.

- Reviewing cost estimates associated with a request from an individual property owner for the installation of valve pits at Indian Harbor Estates. Verified that the grant funding agreement was not designed to reimburse expenses involving the connection of undeveloped lots with no current septic system to the sewer vacuum system.

- Currently conducting search for City Planning services.

- Given the recent volunteer resignations associated with the VIA Hall/Museum, staff has commenced a review of VIA Hall/Museum management and operations along with staff coordination going forward to maintain compliance with ECHO grant requirements.

Infrastructure

- City Engineer has completed a study with the purpose of developing a standard stormwater fee for both residential and commercial sites including an analysis of City parcels for impervious coverage. To be presented 3/9.

- Halifax/Gaines St. Septic to Sewer design is completed. We will move on to the construction phase next.

- Canal Avenue stormwater project survey data collection is on-going, with anticipated survey completion 3/20. Full design along and permitting for the SJRWMD ERP to commence once survey is completed. We will schedule a kick-off meeting to review project scope and approach once surveying is complete.

- The City's application for a stormwater improvement project for the Turnbull Hammock watershed (Halifax/Putnam Grove Road) has been approved by Volusia County's Transform 386 program. We are awaiting the notice to proceed by the County.

- Working with Volusia County Roads and Bridges on clarification of an invoice received for stormwater/ditch cleaning services in the amount of $16,467.42. Currently we have no documentation that the work was formally requested.

Code Enforcement

- Open/closed complaint case update (see attached report):
    - Sheet 1 open/closed 2025 cases.
    - Sheet 2 open/closed 2026 cases.
    - Open/active cases below highlighted in yellow.

Public Works/Parks & Recreation

- The JLG ET350 towable man lift is now safely going to allow DPW to perform many tasks such as clearance trimming for our roadways and banner exchanges on Halifax Ave.

- The Public Works Maintenance position has been filled. Mason Thacker is set to start on Monday.

- Maintenance of right-of-way along with road edges with large drop offs. Including a substantial amount at the culvert on River Rd. This is a continued problem area for erosion due to high use of the area for fishing, the long dock and parking for Goodrich's.

- Ordered, received, and installed high bay lighting in the PW shop as there were only 4 working lights out of 10 and this was creating a safety concern.

- Repaired Nancy Cummings Park restrooms due to vandalism.

- Spot trimming, weed removal and cleaning around the parks and rights-of-way.

- Cleaning and other small maintenance projects at the outside bathrooms at the parks and the Mary DeWees rental building.

- Cleaned and removed signage and debris from the corner of W Halifax and US 1. (Newly acquired city property).

- Worked with Adm. on FEMA requirements for the roof repair and E. Halifax Rd. repair projects.

- Applied millings to repair condition of Eagle Watch Rd. To be monitored for any excessive debris/aggregate.

- The City has successfully completed the necessary requirements with the Department of Health to remove the water system from Level 2 infraction status at Mary DeWees Park.