



CITY ADMINISTRATOR'S UPDATE

May 11, 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 May 11, 2026:

ADMINISTRATION

Overall, we continue to balance the workload of administrative operations, public works, code enforcement, planning, community outreach, and facility improvements while meeting deadlines and staying on budget. Major tasks include personnel and financial management, land use and planning, permitting, executing and managing local and state agreements, supporting Commission and advisory board functions, enhancing public communication efforts, updating public information platforms, and contributing to the maintenance and appearance of city facilities.

Staff continues to build a sense of cohesion and we pledge to continue to strive to work both proactively and responsively to meet Commission and community needs.

- Working on policy, landscape design and fiscal requirements for the FDOT Median Enhancement Program. Options include the Beautification Grant, JPA (Joint Participation Agreement, LAP (Local Agency Participation Agreement). Staff will continue to work with FDOT to pursue an agreement. We will share an estimate of the local financial commitment (if necessary) with the Commission for consideration in FY 2027.
- Posted signage on N. Gaines Street to reflect 20 MPH Speed Limit. VSO has been a valuable partner throughout the transition and will continue to monitor speeds in the area as part of their day to day operations.

- Received approval for reimbursement from FEMA for the approved bid amount for the E. Halifax Avenue Street Improvements.
- Kicking off the FY 2027 Budget Process with an update and workshop scheduled for May 18th.
- Coordinating mapping work for the proposed boundary associated with the ISBA renewal.
- Completed payroll and benefits processing for the reporting period.
- Finalized three proclamations recognizing Safe Boating, Fair Housing and National Tourism Week.
- Prepared and completed the agenda for the Parks and Recreation Advisory Board meeting and Comp Plan Committee.
- Recorded, prepared, finalized, and posted official meeting minutes.
- Processed and completed payment of city bills and invoices.
- Established a new account for Florida Health Care's updated payment system.
- Provided general administrative support to staff and departments as needed.
- Executed the FDOT median and lighting agreements.
- Created and published social media content in recognition of Earth Day, highlighting Burns Sci-Tech.
- Updated the city website with current information and announcements.
- Maintained and updated the City Hall bulletin board with relevant postings.
- Updated messaging on the city sign in front of City Hall.
- Assisted in promoting city initiatives and community awareness through communications.
- Coordinated plantings and building improvements at the VIA Hall/Museum and City Hall.
- Managed logistics for the P&R fishing tournament on May 9th. Thanks to our P&R advisory board members, City staff and Commissioners for your support of this successful event.

INFRASTRUCTURE

WASTEWATER PROJECTS

- Oak Hill Septic Removal/Central Water and Sewer Funding
 - Finalizing 2025 Q4 report including all of the completed connections paperwork.
 - Need to have the report complete in February to stay in good graces with FDEP.
 - Meeting with FDEP – Met with FDEP to discuss the status of the grant and specific data needs to process the current reimbursement requests.
 - Submitted request to extend agreement and transfer funds within the phases to meet the budget requirements. FDEP has drafted the extension.

- Halifax Septic to Sewer
 - Preliminary Design and Data Collection is complete.
 - Received Gaines and Halifax Survey.
 - Design: 100% package complete and will be submitted this week.
 - Bid addendum was published on 5/1 to include the section of WM along US1 between Halifax and South Street through Demand Star system.
 - Requested extension to Grant Funding Expiration date to 8/31/2027.
 - Obtaining a drainage easement on south Gaines.

STORMWATER PROJECTS

- Canal Ave Drainage Improvements
 - Survey Data collection Complete, Received 4/6.
 - Design: Concept review meeting being scheduled.
 - Permitting: SJRWMD ERP and Volusia County ROW Use Permit – pending.
 - We will schedule kick-off meeting to review project scope and approach once survey completed.
- Stormwater Utility Fee/Rate Study
 - Update presented 3/9/2026 to the Commission.
 - ERU Impervious area Current residential impervious area estimated at ~6,000 SF.
 - Future residential will lower the average impervious area to approximately ~4,000 SF.
 - Will continue finalizing the report with current conditions (~6,000 SF).

PENDING PROJECTS

- NPDES Support and Annual Report.

CODE ENFORCEMENT

- Please refer to the attached open/closed complaint case log.

PUBLIC WORKS/PARKS AND RECREATION

- Mowing operations in town along U.S.1 and the entire south end continue.
- Completed the grounds and ballfield maintenance at the Parks.
- Ordered delivery of the material to Nancy Cummings Park for ballfield improvements.
- US Flag at Powell property is tattered and will be replaced.

