



**CITY OF LAKE CITY, FL  
CITY MANAGER**

**RECOMMENDED CANDIDATES**

June 2022

Narlock did not add  
page numbers - added  
by the Observer

No date  
Information provided  
to LC at the 12th hr.  
late Friday afternoon  
on June 3.

**CITY OF LAKE CITY, FL  
CITY MANAGER**

**RECOMMENDED CANDIDATES**

**John T. Hannah**

General Manager, West Jackson County Utility District, Ocean Springs, MS

**Andrew Hyatt**

Town Manager, Town of Surfside, FL

**Mel Smigielski**

Former City Manager, City of DeFuniak Springs, FL

While the candidates names above are alphabetical, beginning on page 3 the information is not in alphabetical order, with Mr. Hyatt listed as the first candidate.

Usually, the candidates letter of introduction is seen before their resume. Narlock put the introductory letters after the resumes.

While both Mr. Hannah and Mr. Hyatt's letters are dated, Mr. Smigielski's letter (pg. 19) is undated.

## ANDREW HYATT

---

12 Ponte Vedra Court, Unit B, Ponte Vedra Beach, FL 32082, Phone (904) 609-6477

Email aehyatt59@gmail.com

### PROFESSIONAL EXPERIENCE

- 2020 - present     **Town of Surfside, FL**  
Town Manager
- 2019 - 2020     **K9s For Warriors, TX**  
Texas State Director
- 2015 - 2019     **City of Neptune Beach, FL**  
City Manager
- 2013 - 2015     **City of East Ridge, TN**  
City Manager
- 2010 - 2013     **City of Fairview, TN**  
City Manager
- 2007 - 2009     **City of Etowah, TN**  
City Manager
- 2004 - 2007     **City of Deerfield Beach – Planning and Growth Management  
Department, FL**  
Community Development Manager
- 2002 - 2004     **Gober Enterprises, FL**  
Sales Consultant
- 2000 - 2002     **City of Jacksonville – Parks and Recreation Department, FL**  
Senior Administrative Assistant, Human Resources
- 1994 - 1996     **South Aiken Christian School, SC**  
Administrator

### EDUCATION

- 2000     M.P.A., University of Tennessee, Chattanooga, TN
- 1989     B.S., Political Science: Public Administration, University of Tennessee,  
Chattanooga, TN

## **ANDREW E. HYATT**

12 Ponte Vedra Court, Unit B  
Ponte Vedra Beach, Florida 32082  
Telephone: 904.609.6477  
Email: aehyatt59@gmail.com

---

### **OBJECTIVE**

**Developing, Managing & Monitoring Programs That Move Initiatives Forward for Government & Non-Profit Organizations**

### **CAREER PROFILE**

Track record of accomplishments during 20-year career in government and non-profit. Sharp understanding of government budget management/accounting, government procurement and contract management, and public policy. Proactive professional, effective in communicating and building relationships with all intermediaries – government officials, corporations, interest groups, citizens, colleagues, staff, and management. Politically sensitive practitioner of principal-centered leadership and strong proponent of an empowerment management style. Master of Public Administration.

### **Core Competencies**

- **Crisis Management**
- **Budgeting & Financial Oversight**
- **Strategic Planning & Goal Setting**
- **Policy & Procedure Development**
- **Government Relations (Federal, State & Local)**
- **Grant Development & Funding**
- **Reports, Position Papers & Publications**
- **Legislative Affairs**
- **Human Resource Management**
- **Employee Hiring, Training & Mentoring**

### **GOVERNMENT EXPERIENCE**

#### **Town Manager TOWN OF SURFSIDE**

9293 Harding Avenue  
Surfside, Florida 33154  
Supervisor: Town Commission (305.861.4863)

NOV 2020 to present  
50 hours per week

Chief Administrative Officer in charge of managing a full-service beachfront municipality. Responsible for the day-to day town-wide operations with a permanent population of approximately 5,900 with 109 employees, operating budget of \$16.4 million and eleven (11) separate funds totaling over \$13.4 million. Prepare budget and business plan for coordination of policy development, planning and implementation of Town goals and objectives; policies and procedures for providing Town services; management and analysis of programs and services. Represented the Town to business organizations, civic associations, developers, other governmental entities and the public. Develop programs for grant applications and provide policy recommendations to the Town Commission. Interact and build partnerships with local/state/federal elected officials and maintain involvement in government.

### **Accomplishments**

- Led our Crisis Management Team during the Champlain Towers South building collapse in Surfside - 2021
- Review and update all job descriptions
- Implemented changes and upgrades to the Building Department, which include hiring a certified Building Official, redesign of the front office to make it more customer friendly
- Successful in obtaining funding in the amount of \$2,000,000 for the Abbott Avenue drainage project – 2021
- New General Engineering Consultants (GEC) and continuing service agreements. Eight (8) engineering firms were procured via RFQ and continuing service agreements were negotiated and approved by the Commission,
- 96<sup>th</sup> Street Park Project, conducted Two (2) virtual public outreach meetings, an in-person event and two (2) surveys completed or in-progress. The Design Team has analyzed the community feedback and has prepared the Schematic Design for the project
- Undergrounding Utilities Contracted with a consultant to manage the \$37 million process. Worked with FPL, AT&T, Atlantic Broadband, Hot Wire for location of their service line underground

## **NON-PROFIT EXPERIENCE**

**Texas State Director  
K9s FOR WARRIORS**

4710 State Highway 151  
San Antonio, Texas 78227  
Supervisor: Patty Dodson – Chief of Staff (904.686.1956)

JUN 2019 to MAR 2020  
50 Hours per week

Plan and coordinate all development and community engagement activities. Develop and grow community relationships with donors, volunteers, community organizations or representatives. Build relationships with community stakeholders to advance the mission. Coordinate with the Development team by, researching funding opportunities, compiling donor information and assisting with grant writing and applications to gain sponsorship and donations and managing volunteers. Oversee Kennel Operations Manager and staff (including hiring full and part time kennel assistants). Participate in special projects and take on additional tasks as requested. Maintain good communication with kennel staff and management. Maintain good working relationships with all kennel and organization employees.

## **GOVERNMENT EXPERIENCE**

**City Manager  
CITY OF NEPTUNE BEACH**

116 First Street  
Neptune Beach, Florida 32266  
Supervisor: City Council (904.270.2400)

JUL 2015 to JUN 2019  
50 hours/week

Chief Administrative Officer in charge of managing a full-service beachfront municipality. Responsible for the day-to-day city-wide operations with a permanent population of approximately 7,200 with 75 employees, operating budget of \$5.3 million and fifteen (15) separate funds totaling over \$12 million. Prepare budget and business plan for coordination of policy development, planning and implementation of City goals and objectives; policies and procedures for providing City services; management and analysis of programs and services. Represented the City to business organizations, civic associations, developers, other governmental entities and the public. Develop programs for grant applications and provide policy recommendations to the City Council. Interact and build partnerships with local/state/federal elected officials and maintain involvement in government, outside group, and private industry discussions on issues involving the City.

### **Accomplishments**

- Successful in saving dollars by utilizing staff for projects like installing new sidewalks, parking spaces without going through the RFP process
- Restructured top tier of Police Department
- Successfully negotiated the Bargaining Agreements with the FOP and Local 630 Employee Union.
- Developed a plan to create additional parking spaces in the Town Center
- Negotiated a new Solid Waste contract with Waste Pro
- Restructured organizational chart to include Deputy City Manager, Deputy Director, Commanders without adding additional positions
- Prepare five (5) year strategic plan
- Developed Park Master Plan
- Completed construction on a community building
- Successful in several grants for the park and infrastructure.
- Developed Goals, Objectives and Performance Measures for each department to better track the progress of the departments and to assist in the evaluation of each employee.
- Resolved Tipping Fee issue with the City of Jacksonville, along with the City Attorney
- Established a format for evaluating each employee annually to include performance measures. Annual evaluations take place September
- Developed the following policies: Whistleblower, Compensatory Time, Internal Control, Cell Phone, Ethics, Take Home Vehicle, Computer/Internet Use, Cell Phone Use, Merit Increase, Social Media, Tobacco Use
- Worked with staff in preparation of and clean up of Hurricane Matthew and Hurricane Irma

**City Manager**  
**CITY OF EAST RIDGE**  
1517 Tombras Avenue  
East Ridge, Tennessee 37412  
Supervisor: City Council (423.867.7711)

OCT 2013 to JUN 2015  
50 hours/week

Chief Administrative Officer in charge of managing a full-service municipality. Prepare budget and business plan which included goals and objectives, develop programs for grant applications, and provide policy recommendations to the City Council. Gather data from various sources to be included in position papers in response to the Councilman's request for information on sensitive issues. Interact and build partnerships with local/federal elected officials and maintain involvement in government, outside group, and private industry discussions on controversial issues.

#### **Accomplishments**

- Successful in negotiations with Developer for the Jordan Crossing development to include a Bass Pro store.
- Successful in negotiations with Developer for a Wal-Mart Neighborhood store.
- Received Local Parks and Recreation Fund grant for playground.
- Implemented Border Region Legislation.
- Created an effective communication tool by preparing a monthly publication to the Council regarding organizational progress and upcoming projects and concerns.
- Implemented a merit-based Performance Measures evaluation program.
- Recruited and hired a Police Chief, Fire Chief and City Treasurer.
- Reviewed and rewrote City Employee Handbook.
- Revived Industrial Development Board (IDB).
- Developed inventory for leasable/for sale/or sale-lease space.
- Instituted a Pay Plan which includes Grades and steps for budgeting purposes.
- Oversee multiple projects throughout the city to include Economic Development/Redevelopment, Parks & Recreation, Paving/Resurfacing, Traffic light installation.
- Project Manager for relocation of a Fire Station.

**City Manager**  
**CITY OF FAIRVIEW**  
7100 City Center Way  
Fairview, Tennessee 37062  
Supervisor: Board of Commissioners (615.387.6084)

JAN 2010 to OCT 2013  
50 hours/week

Chief Administrative Officer in charge of managing a full-service municipality. Prepare budget and strategic plan, oversee development of programs for grant applications, and provide policy recommendations to the City Commission. Gather data from various sources to be included in position papers in response to the Commissioner's request for information on sensitive issues. Interact and build partnerships with local/federal elected officials and maintain involvement in government, outside group, and private industry discussions on controversial issues.

#### **Accomplishments**

- Prepared Five-Year Strategic Plan.
- Received a Local Parks & Recreation Fund grant for a Greenway Project.
- Received funding for Safe Routes to Schools sidewalk project.
- Received funding from MPO Active Transportation Program for resurfacing.
- Met with and prepared communications to U.S. Senators and Congress on policy issues (e.g., economic/community development, funding sources). Brief elected officials on policy impact of appropriations.
- Consistently meet 24 to 48-hour deadlines for information on issues from prospective industries/businesses requiring utility and tax information.
- Reduced tax rate by 7.5% in FY 2012.
- Instrumental in establishing Economic Task Force.
- Spearheaded project management efforts for design of 1,046-acre office/industrial park.
- Successful in negotiations with landowner and Wal-Mart for construction of the Fairview Super Center.

**City Manager****CITY OF ETOWAH**

701 Tennessee Avenue

Etowah, Tennessee 37331

Supervisor: Board of Commissioners (423.263.2202)

OCT 2007 to DEC 2009

50 hours/week

Chief Administrative Officer in charge of managing a full-service municipality. Prepare budget and 5-year strategic plan, develop programs for grant applications, and provide policy recommendations to the City Commission. Gather data from various sources to be included in position papers in response to the Commissioner's request for information on sensitive issues. Interact and build partnerships with local/federal elected officials and maintain involvement in government, outside group, and private industry discussions on controversial issues.

Member of Executive Committee of McMinn County Economic Development Authority, Director of the Emergency Operations Center, and Project Manager for 2 renovation projects – Streetscape and Community Center. Oversee Finance, HR, Building Inspection, Zoning, Code Enforcement, Fire, Police, Parks & Recreation, Purchasing, and Library. Departments. Educate, develop, train, and mentor staff. Develop and implement programs based on new or revised laws/regulations.

**Accomplishments**

- Prepared standard operating procedures manuals for each position in the city with all necessary components (e.g., City Mission, Department Mission, Position Purpose, Employee Evaluations/Training, Organizational Charts, etc.); actively involved in analyzing and revising SOPs and operational policies as necessary.
- Prepared first balanced budget (FY10) in eleven years, since FY00.
- Generated total cost savings of over \$90K by creating temporary concrete finisher and carpenter positions.
- Delivered cost savings of over \$5K annually by leasing a vehicle for City travel – reducing the number of claims for mileage reimbursement and \$400 car allowance for City Manager.
- Received grant for a Wellness Center and obtained a \$75K, 3-year grant for hiring a Recreation Director – representing a cost savings of \$50K over 2 years for the City.
- Reduced overtime 67.17% in 1 fiscal year.
- Created an effective communication tool by preparing a monthly publication to the Commissioners regarding organizational progress and upcoming projects and concerns.
- Empowered staff to implement changes within the organization by including them in executive decisions.
- Strengthened employee performance and morale; emphasized the importance of immediate and constant feedback to employees and investigated employees' complaints/concerns with the highest attention to detail.
- Met with and prepared communications to U.S. Senators and Congress on policy issues (e.g., economic/community development, funding sources). Briefed elected officials on policy impact of appropriation.
- Briefed Commissioner on a pending sale of a county-owned hospital to private investors; sale of the hospital was successful and is proving to be a beneficial deal for the community.
- Consistently met 24 to 48-hour deadlines for information on issues from prospective industries/businesses requiring utility and tax information.

**Community Development Manager****CITY OF DEERFIELD BEACH – PLANNING AND GROWTH MANAGEMENT DEPT.**

150 SE Second Avenue

Deerfield Beach, Florida 33441

Supervisor: Jerry Ferguson, Director (954.480.4211)

MAR 2004 to OCT 2007

45 hours/week

Managed a diverse range of initiatives for this beachfront community, including fiscal analysis, program budgeting, and economic development functions. Provided fiscal oversight for grant funded programs and produced information on grant opportunities and programs to management, other organizations, and City Commission. Provided Commissioners with information on HUD and State Housing Initiative Partnership programs to answer constituent concerns. Represented the City Manager and Director of Planning on boards, commissions, and committees. Team leader in preparing short/long-term goals, and key member of the management staff and liaison for citizen advisory boards; brainstormed with management team on issues affecting the community. Supervised and evaluated the performance of a 4-person staff. Member of Emergency Operations Center team and member of the Hurricane Emergency Preparedness team. Interfaced with federal, state, and local officials.

### Accomplishments

- Delivered savings of over \$20K in consulting fees for the City by taking the initiative to author its 5-year (2005-2009) Consolidated Action Plan.
- Initiated, obtained, managed and administered federal, state, and county grants for programs/projects, including Community Development Block Grant (CDBG), State Housing Initiative Partnership (SHIP), and First Time Homebuyer/Home Rehab programs.
- Grew the number of first-time homebuyer recipients over 400% in 1 year.
- Increased minor home repair recipients over 600% in 1 year.
- Increased productivity and reduced time spent on a waiting list from 2 years to 12 weeks by restructuring the division and assigning specific duties.
- Allowed a free flow of space, created atmosphere of cooperation and teamwork, and reduced application/waiting period by 40% through spearheading a reorganization of the office.
- Acted as a liaison between City Manager's office and community members affected by proposed programs.

#### Sales Consultant GOBER ENTERPRISES

7501 Philips Highway  
Jacksonville, Florida 32256  
Supervisor: Rob Walker, Owner (904.296.1356)

JUL 2002 to MAR 2004  
45 hours/week

Provide consultation and sales presentations to homeowner's and businesses throughout Northeast Florida. Prepare production orders and follow up with production progress. Interact with manufacturing personnel on production of shutters and blinds. Prepare quarterly sales projections.

#### Senior Administrative Assistant, Human Resources CITY OF JACKSONVILLE – PARKS AND RECREATION DEPT.

117 West Duval Street  
Jacksonville, Florida 32202  
Supervisor: Debra Igou, Director (904.630.1287)

APR 2000 to JUN 2002  
45 hours/week

Drove HR initiatives that had a tremendous impact on improving organizational performance. Handled primary HR functions, including personnel, payroll, permitting, purchasing, employee relations, training, EO/EA, ethics, permitting, budget/cost control, employee evaluations, Adopt-A-Park Program, and citizen communications. Implemented, analyzed, and evaluated program effectiveness on an ongoing basis.

Incorporated laws related to Ethics, EEO, ADA, and Sexual Harassment into the organization through staff education and training. Performed contract administrative functions, including the monitoring of bids to ensure adherence to contract requirements. Participated in various committees (e.g., Training, EEO, Employee Satisfaction, Ethics); Sterling Quality Award team member for the City of Jacksonville.

### Accomplishments

- Played a key role in improving the City into a quality organization. Worked on the Sterling Quality Human Resources Team while the city competed for the Sterling Quality Award; advised senior staff on necessary changes.
- Saved the city over \$5K annually by implementing a paperless format system for tracking evaluations, discipline, leave time, and training for all employees' department-wide.
- Formulated ethics policy for the entire city (including elected officials) affecting over 8500 employees.
- Prepared new employees for success by creating an evaluation document that was adopted by the Sterling Quality team to be used as a communication tool during new employees' 6-month probation period.
- Secured funding for City projects by interfacing and forming partnerships with local/federal government officials.
- Enabled management to execute informed hiring decisions by compiling and presenting thorough information on potential candidates.



**Administrator**  
**SOUTH AIKEN CHRISTIAN SCHOOL**  
980 Dougherty Road  
Aiken, South Carolina 29803  
Supervisor: School Board (803.648.7871)

JUN 1994 to DEC 1996  
45 hours/week

**ADDITIONAL EXPERIENCE**

CITY OF CLEVELAND, TN/UNIVERSITY OF TENNESSEE AT CHATTANOOGA, TN (AUG 1998 to MAR 2000)

- Graduate Assistant (AUG 1998 to DEC 1999) University of Tennessee at Chattanooga
- County Planning (JUL 1999 to DEC 1999) Bradley County, Tennessee
- City Manager's Office (JAN 2000 to MAR 2000) City of Cleveland, Tennessee
- Conducted research for tenured professors, assisted in annual budget and capital improvement projects; prepared 2020 growth plan.

PRIVATE INDUSTRY (1979– 1994)

CARLISLE GEAUGA COMPANY (Injection and Blow Molding) Trenton, SC  
PILLOWTEX (Textiles) Dallas, TX  
INTERFACE, INC (Textiles) LaGrange, GA  
MILLIKEN & COMPANY (Textiles) LaGrange, GA  
WEST BUILDING MATERIALS, (Building Materials) Cleveland, TN  
SCHERING PLOUGH, INC, (Pharmaceuticals) Cleveland, TN

**EDUCATION**

UNIVERSITY OF TENNESSEE AT CHATTANOOGA, TENNESSEE  
Master of Public Administration  
Bachelor of Science, Political Science: Public Administration

CLEVELAND STATE COMMUNITY COLLEGE, CLEVELAND, TENNESSEE  
Associate of Applied Science, Business Management

**MEMBERSHIPS**

- International City Manager Association (Member since 1998)
- Tennessee City Manager Association (Member 2007 – 2015)
- Florida City/County Manager Association (Member since July 2015)
- Beaches Chamber of Commerce Board of Directors (Member July 2015 - June 2019)

**ADDITIONAL CERTIFICATIONS**

ICMA Credentialed City Manager January 2019  
National Incident Management System (NIMS) Certified

Andrew E. Hyatt  
12 Ponte Vedra Court, Unit B  
Ponte Vedra Beach, Florida 32082

May 1, 2022

Ms. S. Renee Narloch  
President  
S. Renee Narloch & Associates  
2910 Kerry Forest Parkway D4-242  
Tallahassee, Florida 32309

Ref: City Manager – City of Lake City

Dear Ms. Narloch,

This letter will serve as a formal request for consideration to join the City of Lake City as City Manager. Currently I am the Town Manager for the Town of Surfside, Florida. Prior to my current position, I was the Texas State Director for K9s For Warriors located in San Antonio. Previous positions have included, City Manager of Neptune Beach (FL), City Manager of East Ridge (TN), City Manager of Fairview (TN), City Manager of Etowah (TN), Community Development Manager of Deerfield Beach (FL) and Senior Administrative Assistant for the City of Jacksonville (FL).

I have had a myriad of responsibilities including City Administration, Economic Development, Human Resources, Customer Service, Equal Employment Opportunity, Ethics, Disciplinary Review/Actions, Purchasing, Payroll, Benefits, Civil Service Rules Review Committee and other responsibilities. I have worked within a Civil Service system, represented by the American Federation of State, County, and Municipal Employees (AFSCME) union and hired more than 500 seasonal workers. I have either managed or assisted in managing budgets as little as \$750,000 and more than \$23 million; and had the unique distinction of working in a city with one of the largest parks system in the United States.

In 2011, I was instrumental in the initial investment by the City of East Ridge into the Border Region Retail Tourism Development District (Act). The Border Region Act is designed to keep sales tax dollars in the State, not “leak out” to bordering states, and therefore, makes the city more competitive for new development within the Border Region District. The city can be reimbursed for the cost of financial incentives by receiving a portion of the state’s share of increased sales tax revenue. That initial investment of \$4 million was for infrastructure improvements to developers who then brought in a Bass Pro Shop.

Additionally, I have developed Strategic and Business Plans. As Community Development Manager in Deerfield Beach, I brought the preparation of the five-year master plan for community development, resulting in a streamlined process for the Target Area of the city utilizing federal and state funding. By simplifying the process, we became more customer focused, this allowed for detailed input from the local target community.

Throughout my career, I have focused on making a difference as a public administrator. Through my government experience, I feel I have developed a balanced and objective approach to municipal management. As you can see on my resume, I have tried to continually improve professionally. As part of that process I returned to graduate school at the University of Tennessee at Chattanooga to obtain my Master of Public Administration degree. I have also obtained the required certification by National Incident Management System (NIMS).

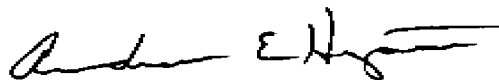
Recently, I was leading our Crisis Management Team during the Champlain Towers South building collapse in Surfside, on June 24, 2021. Working side by side with Search and Rescue Teams from around the world as well as with my team. I also worked together with representatives from Federal, State and Local governments, to include Miami-Dade County (Fire & Rescue, Police, Mayors Office), other municipalities in South Florida and across the state. This was a true test of my leadership skills during a catastrophe. My experience with Crisis Management and Emergency Management was put to the test. I was able to call on my training and experience in National Incident Management System (NIMS) training as we conducted the search and rescue effort.

I am a visionary and the type of manager that does not involve himself in the political arena, choosing instead to focus on making the city the most efficient, effective, results oriented and quality municipal government in America. I am a public servant and to that end I work to strengthen the organization and to lead by example. I subscribe to the team approach to problem-solving and work hard at team building. In addition, I am a hands-on manager who is capable of multi-tasking to get the work accomplished.

With over twenty-five (25) years of highly responsible management and leadership experience in both the private and public sector; over seventeen (17) years have been in municipal government, and more than twelve (12) years as City Manager. My education includes a Master's Degree in Public Administration, a Bachelor's Degree in Political Science: Public Administration and an Associate of Applied Science Degree in General Business. I possess excellent oral and written communication skills as well as strong computer skills. I would like the opportunity to discuss further with you my qualifications for possible employment.

Thank you for your consideration. I feel my experience and qualifications make me an excellent candidate for City Manager of Lake City. I look forward to speaking with you soon to discuss this opportunity. I can be contacted at **904-609-6477** or via email at [aehyatt59@gmail.com](mailto:aehyatt59@gmail.com).

Respectfully,

A handwritten signature in black ink, appearing to read "Andrew E. Hyatt". The signature is fluid and cursive, with a long horizontal stroke at the end.

Andrew E. Hyatt

# JOHN T. HANNAH, P.E.

---

3053 Rue Michelle, Diberville, MS 39540, Phone (864) 979-2306

Email JTHkkae@gmail.com

## PROFESSIONAL EXPERIENCE

- 2012 - present      **West Jackson County Utility District**, Ocean Springs, MS  
General Manager
- 2002 - 2012        **JTH Associates LLC**, Greenville, SC  
Owner/Principal Engineer
- 1995 - 2002        **BP Barber & Associates, Inc. (now URS, Inc.)**, Columbia, SC  
Senior Project Manager
- 1994 - 1995        **O'Neal, Inc.**, Greenville, SC  
Civil Department Manager
- 1989 - 1994        **Williams Engineering (now Keck & Wood, Inc.)**, Rock Hill, SC  
Senior Project Manager
- 1985 - 1989        **Ballentine Associates PA**, Chapel Hill, NC  
Project Engineer

## EDUCATION

- 1998                Master of Engineering, Civil Engineering (Water Resources), University of South Carolina – Columbia, SC
- 1985                Bachelor of Science, Civil Engineering, North Carolina State University, NC

**John T. Hannah, P.E.**

3053 Rue Michelle

Diberville, MS 39540

<https://www.linkedin.com/in/john-hannah-87263424/>

JTHkkae@gmail.com

(864) 979-2306

- Registrations** North Carolina PE Registration No. 15803  
Mississippi PE Registration No. 26124  
National Council of Engineering Examiners No. 13341
- Professional Affiliations** American Water Works Association  
Water Environment Federation
- Education** Master of Engineering, Civil Engineering (Water Resources), 1998, USC-Columbia  
Bachelor of Science, Civil Engineering, 1985, North Carolina State University
- Professional Experience** Public Water & Wastewater
- Valuation & purchase of private utility systems
  - Intergovernmental agreements for water service
  - Surface water development and treatment
  - Groundwater development and treatment
  - Water distribution, storage and pumping systems
  - Sludge handling
  - Stand-alone fire protection systems
  - Electrical load control for energy savings
  - Hydraulic network computer simulations including EPS
  - Raw water intake studies including FERC applications
  - FEMA Emergency Preparedness Planning
  - NIMMS Certifications in Infrastructure Disaster Management
  - FEMA Certifications Courses 100c, 200c, 700b, 800c.
  - FEMA Certification Courses G300-G400 and 343.
  - Inter-governmental agreements for sewer service and purchase
  - Valuation & public agency purchase of existing private sewer systems
  - Biological treatment systems including nutrient removal
  - Gravity collection, pump stations and low-pressure systems
  - Sludge disposal systems including dewatering, composting & land application
  - Evaluations for categorical and significant industrial users & headworks allocation
  - Gravity sanitary sewer rehab projects
  - Sludge handling including dewatering, composting and land application
- Streets, Drainage & Hydrology
- Regional stormwater studies, design and permitting
  - Wetlands delineations, floodway mapping amendments
  - Highway corridor studies, traffic studies
  - Highway and local street design
- Other
- Land planning (also served as a commissioner on 1)Planning & Zoning Commission, 2)International Airport Environs Commission 3)Commission & Board of Zoning Appeals
  - Land acquisition
  - Industrial site assessments
  - Private development (residential, commercial)
  - Rate studies, capacity fees
  - Budgets, Debt Service, Bond Issues,
  - Asset Management, GIS/GPS, Surveying

**Employment History** **July 2012 – Current**

*General Manager, West Jackson County Utility District  
Ocean Springs, MS 39564*

*Duties & Responsibilities: Management of public water and wastewater system including a 32 member staff, 8,000 customers, \$10 MM annual operating budget and \$30MM capital projects.*

**2002 – 2012**

*Owner/Principal Engineer, JTH Associates, LLC  
Greenville, SC 29615*

*Duties & Responsibilities: Firm providing engineering services for municipalities, counties and special purpose districts with a 10 member staff and annual \$1 MM gross revenue.*

**1995 – 2002**

*Senior Project Manager, BP Barber & Associates, Inc. (now URS, Inc.)  
Columbia, SC 29201*

*Duties & Responsibilities: Engineering services for municipalities and special purpose districts for systems up to 100,000 customers*

**1994 – 1995**

*Civil Department Manager, O'Neal, Inc.  
Greenville, SC 29607*

*Duties & Responsibilities: Department Manager for all civil engineering operations for 300 employee engineering firm providing full service engineering for industrial clients nationally.*

**1989 – 1994**

*Senior Project Manager, Williams Engineering (now Keck & Wood, Inc.)  
Rock Hill, SC 29730*

*Duties & Responsibilities: Engineering services for municipalities and special purpose districts for systems of up to 50,000 customers*

**1985 – 1989**

*Project Engineer, Ballentine Associates, PA  
Chapel Hill, NC 27514*

*Duties & Responsibilities: Engineering services for private sector clients*



John T Hannah  
3053 Rue Michelle  
D'iberville, MS 39540  
Cellular (864) 979-2306  
Email: JTHkkae@gmail.com

07 May 2022

City Manager Search Team  
c/o S Renee Narloch & Associates  
**CITY OF LAKE CITY, FL**  
Lake City, FL 32055

RE: Opportunity to serve Lake City as its City Manager

Dear Search Team:

Please consider my experience for this position which includes the following:

- Public Sector budget management
  - 7-YR operating budget
  - 7-YR capital plan
  - 7-YR debt service planning
- Public relations & employee team building
- Public sector procurement laws
- Asset management
- NIMS & FEMA emergency & disaster management
- Long range facilities and infrastructure planning
- Planning and Zoning Board, Chairman
- Board of Zoning Appeals & Adjustments, Chairman
- Parks and recreation planning and construction
- Industrial Park site assessments
- Stormwater, water & sanitary sewer, traffic, streets, lighting, electrical, natural gas, solid waste
- Land & right-of-way acquisitions
- GSP Airport Environs Commissioner

I would appreciate the opportunity to discuss my interest in this position and look forward to describing how Lake City can achieve sustainable economic growth and development within the confines of the City's elected leadership. I look forward to hearing from you. I can be reached at 864.979.2306 or via E-mail [JTHkkae@gmail.com](mailto:JTHkkae@gmail.com).

With regards,

John Hannah

## **MEL SMIGIELSKI**

---

800 Hwy 98, Unit 301, Mexico Beach, FL 32456, Phone (850) 832-5899

Email mellsmig14@gmail.com

### **PROFESSIONAL EXPERIENCE**

- 2018 - 2021      **City of DeFuniak Springs, FL**  
City Manager
- 2014 – 2018      **City of Mexico Beach, FL**  
City Administrator/Zoning Administrator
- 2006 - 2014      **Village of Mahomet, IL**  
Village Administrator/Budget Director/Deputy Liquor Commissioner
- 2004 - 2006      **Village of North Fond du Lac, WI**  
Village Administrator/Clerk/Treasurer
- 2000 - 2004      **Village of Spring Green, WI**  
Village Administrator/Clerk/Treasurer/Zoning Administrator
- 1990 - 2000      **City of Du Quoin, IL**  
City Clerk/Budget Director/Zoning Administrator
- 1985 - 1990      **City of Du Quoin, IL**  
City Councilman – Water and Sewer Commissioner

### **EDUCATION**

- 1978              B.A., Political Science/Public Administration, University of Illinois-  
Urbana-Champaign, IL



# MELL E SMIGIELSKI

800 HWY 98, Unit 301  
Mexico Beach, FL 32456  
Cell Phone: (850) 832-5899  
E-mail: [mellsmig14@gmail.com](mailto:mellsmig14@gmail.com)

## HIGHLIGHTS

- More than 35 years of service to government in both elected and appointed positions.
- Experience provides adaptability by serving in roles to meet the needs of the local community.
- Understanding of organizational change by having served in many positions.
- Implementation of staff goals to achieve goals set by elected board.

## EMPLOYMENT

City Manager City of DeFuniak Springs, FL 2018-2021

- Assisted Council and Staff to address issues listed in a 2018 grand jury report.

City Administrator/Zoning Administrator City of Mexico Beach, FL 2014-2018

- Responsible for planning new City Hall that came in under budget.
- Completed 3 million dollar canal improvement utilizing 75% grant funding.

Village Admin/Budget Dir/Deputy Liquor Comm Village of Mahomet, IL 2006-2014

- Negotiated development agreement utilizing tax increment financing and bonding for a business park.
- Obtained 1.5 million dollar grant for roadway improvements leading to new business park.
- Transitioned Mahomet to an application called 'Public Stuff' that allows residents to report requests for service from their smartphone.
- Successfully established relations with local school administration and county entities.
- Negotiated contracts with two employee bargaining units.

Village Administrator/Clerk/Treasurer Village of North Fond du Lac, WI 2004-2006

- Assumed the duties of Clerk/Treasurer to save the Village salary costs.
- Negotiated contracts with three bargaining units.

Village Administrator/Clerk/Treasurer/Zoning Admin Village of Spring Green 2000-2004

- Established records management system utilizing software for storage and retrieval.
- Changed financial software and retooled account number structure while utilizing state-suggested numbering system.

City Clerk/Budget Director/Zoning Administrator City of Du Quoin, IL 1990-2000

- Transitioned financial accounting system from PICK operating system to UNIX operating system.
- Improved financial accounting system to one with no adjustments from audit.
- Obtained grants for water lines, sewer lines, water tower and business park.
- Provided accounting services for Police Pension and Fire Pension.

City Councilman - Water and Sewer Commissioner City of Du Quoin, IL 1985-1989

- Elected to four-year term on City Council

## EDUCATION

University of Illinois-Urbana-Champaign	1978	B.A. Political Science/Public Administration Minor in accounting, finance and economics
Southern Illinois University – Edwardsville	1985	MBA Finished one-half of classes required for graduation
International Institute of Municipal Clerks	2006	Master Municipal Clerk
Parkland College – Champaign	2011	Leadership Certificate
International City/County Management Association	2013-2016	Credentialed Manager

## PROFESSIONAL AND COMMUNITY AFFILIATIONS

Former Board member of Main Street DeFuniak Springs  
Former Executive Director of DeFuniak Springs CRA  
Former Board member of Bay County TPO Technical Committee  
Former member of Bay County Military Affairs Committee  
Represented Mexico Beach on Bay County Local Mitigation Strategy - 2016  
Former Board member of Champaign County Regional Planning Commission – President 2010  
Former Board member of Champaign County GIS Consortium – President 2009-2010  
Former Board member of Champaign County Economic Development Corporation  
Former Board member of Champaign County Greenways and Trails Committee  
Former ex-officio Board member of Mahomet Area Chamber of Commerce  
Former ex-officio Board member of Mahomet Community Economic Development Commission  
Former member of IML Manager’s Committee for Illinois Municipal League  
Former Board member for Sauk County Development Corporation  
Former Board member for Fond du Lac County Convention and Visitors Bureau  
Du Quoin Tourism Commission – Treasurer 1989-1995  
Du Quoin Chamber of Commerce – Board of Directors 1998-2000  
Du Quoin Youth Club – Board of Directors & Treasurer 1994-2000  
Former member of MSIP-D Advisory Committee for Wisconsin Department of Transportation  
Municipal Clerks of Illinois – President 1998-1999  
International Institute of Municipal Clerks – Budget and Planning Chair 2006-2008  
Illinois City/County Management Association  
International City/County Management Association – 30 year service award 2019  
Rotary International – Du Quoin President 1996-1997 – Assistant District Governor 1998-1999  
First Presbyterian Church of Du Quoin – Treasurer 1985-2000, Deacon & Elder 1980-1985

Mell Smigieski  
800 HWY 98, Unit 301  
Mexico Beach, FL 32456  
[mellsmig14@gmail.com](mailto:mellsmig14@gmail.com)  
850-832-5899

S. Renee Narloch  
S. Renee Narloch & Associates  
2910 Kerry Forest Pkwy D4-242  
Tallahassee, FL 32309

Subject: Lake City Manager

Dear Ms. Narloch,

I retired in 2021 and, quite frankly, now realize the action was premature. I believe my work experiences and skills could provide a great benefit to Lake City. My benefit would be serving the City Council and Citizens of Lake City. Though I can't promise another ten years of service, I can promise my time in Lake City will provide consistency and an opportunity to help push Lake City in a positive direction.

Short-term priority would be to:

1. Get a lay of the land. Get to know key community stakeholders and determine what has been working well and what has not.
2. Affirm vision. Get the Council to agree upon direction.
3. Determine strategic goals. Work with Council to set goals.
4. Prioritize action items. Determine what items are of most importance.
5. Plan projects. Plan projects to reach goals.
6. Implement projects. Largely staff initiated to allocate work hours.

I tried to be as brief as possible because I know your time is valuable and no doubt you have a lot of cover letters and resumes to review. I look forward to speaking with you so you can determine if my skills could be of benefit to Lake City. I can be available at your convenience.

Yours Very Truly,



Mell Smigielski