

January 24, 2026

Michael Scott Helfrich, P.E.

119.071(5)(j)

mhelfrich61@gmail.com

Dear Ms. Narloch and Members of the City Commission,

I am submitting my application for the position of City Manager for the City of Madeira Beach. My municipal career spans more than three decades, including over eleven years of continuous service with the City of Treasure Island from March 2014 through May 2025, during which I served as Public Works Director and, for one year, as Assistant City Manager. Prior to that, I spent approximately three and a half years with Pasco County in senior utilities and operations leadership.

During my time with the City of Treasure Island, I worked closely with the City Manager and City Commission on day-to-day operations, budget preparation and administration, capital improvement programs, and coordination across departments. In my year as Assistant City Manager, I supported executive administration across departments and assisted directly with the implementation of Commission direction and organizational oversight.

Much of my work involved utilities, stormwater, transportation, facilities, shoreline infrastructure, and post-storm recovery in a barrier-island environment, where practical decision-making and coordination with regional and state partners were essential. I am a Florida-licensed Professional Engineer, hold a State-Certified General Contractor license that is currently inactive, and am an active member of the International City/County Management Association (ICMA).

Earlier in my career, I served in the United States Navy in a technical role aboard nuclear submarines. In addition, part of my professional experience includes engineering and contractor work performed for government contractors on military installations, providing familiarity with Department of Defense standards, security requirements, and federally regulated project environments.

In addition to my professional experience, I have owned property in Madeira Beach since late 2011, which has given me a long-term, personal understanding of the community and its coastal environment.

My approach to the City Manager role is grounded in professionalism, transparency, and respect for the respective roles of the City Commission and staff. I believe the City

Manager's responsibility is to execute Commission policy faithfully, provide clear and objective professional advice, and support a work environment that values accountability and steady service to the public.

Madeira Beach faces ongoing challenges and opportunities common to coastal communities. I would welcome the opportunity to apply my experience in executive administration, infrastructure management, emergency preparedness, and organizational leadership in support of the City Commission's goals and the long-term interests of the community.

Respectfully submitted,

Michael Scott Helfrich, P.E.

Florida Professional Engineer

State-Certified General Contractor (Inactive)

MICHAEL SCOTT HELFRICH, P.E.

Professional Summary

Senior municipal executive with more than 30 years of experience in Florida local government, including over eleven years of continuous service with the City of Treasure Island (March 2014 – May 2025) and approximately three and a half years with Pasco County in senior utilities and operations leadership. Experienced Assistant City Manager and Public Works Director with a strong record of City Commission support, municipal operations leadership, capital program delivery, fiscal oversight, and emergency management. Earlier professional experience includes engineering and contractor work for government contractors on military installations, providing familiarity with Department of Defense standards, federally regulated project delivery, and high-accountability environments.

City of Treasure Island, Florida | March 2014 – May 2025

Public Works Director/Assistant City Manager

Supported the City Manager in executive administration, cross-departmental coordination, budget development, and implementation of City Commission policy.

Directed utilities, stormwater, transportation, facilities, shoreline protection, and fleet services. Managed capital improvement programs and led hurricane preparedness, response, and recovery operations.

Pasco County, Florida | January 2008 to October 2011

Director of Utilities Operations and Maintenance

Provided senior leadership for countywide water and wastewater maintenance and operations functions serving a large and diverse customer base. Responsible for day-to-day operation, maintenance, and regulatory compliance of water distribution and wastewater collection systems. Oversaw personnel, budgets, fleet, and contracted services while coordinating with engineering, capital programs, regulatory agencies, and county administration. Supported emergency response planning and continuity of essential utility services in a rapidly growing county environment.

Education & Credentials

Florida Professional Engineer (P.E.)
State-Certified General Contractor (Inactive)
Bachelor's Degree – Engineering

Professional Affiliations

International City/County Management Association (ICMA) – Active Member

Leadership Philosophy

My leadership philosophy is grounded in professionalism, accountability, and respect for the governance structure of local government. Having served more than a decade in senior leadership roles within a single coastal municipality—including service as Assistant City Manager and department director—and in county government, I understand the importance of institutional knowledge, continuity, and disciplined execution of City Commission policy.

As a member of the International City/County Management Association (ICMA), I am committed to ethical leadership, political neutrality, transparency, and service to the public interest. I believe the City Manager's role is to provide objective, well-reasoned professional advice while ensuring that municipal operations are conducted efficiently, responsibly, and in compliance with applicable laws and regulations.

I place a high value on collaboration and communication. Effective leadership requires listening to elected officials, staff, residents, and regional partners, and translating that input into fiscally responsible and operationally sound outcomes.

Above all, I am committed to maintaining public trust and organizational stability. Sound management practices, transparency in operations, and responsiveness to community needs are essential to supporting the long-term vision of the City Commission and the community it serves.

Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
119.071(5)(j)		1