

**Andrew A. Butterfield**

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December 11, 2025

To the hiring officials of the City of Madeira Beach,

I would like to be considered for the position of City Manager for the City of Madeira Beach. After diverse professional and life experiences around the globe, I have spent the past decade on Florida's West Coast in management at the municipal and county levels. I believe my experience, knowledge, and education – as well as my passion for public service – make me an excellent candidate to serve as City Manager. I am currently living temporarily in the City of Port Richey, Florida, where I am the interim City Manager, but my permanent home is in the City of St Pete Beach. I can start at Madeira Beach within a month's notice, and know I would be able to contribute immediately.

My municipal experience includes a year as Chief of Staff and Deputy County Administrator for Manatee County Government, as well as my previous work at the City of St. Pete Beach as Operations Manager. Previous to that I served as a multi-service military base deputy commander and a naval base commander, military roles that roughly equate to the role of city manager. I also served at USSOCOM as deputy chief of staff, managing a very large staff and budget, and as a squadron commander. I've managed large budgets and supervised at multiple levels and staff sizes. I enjoy challenging work, strive for continual innovation and improvement, and seek collaboration with others.

I appreciate your consideration of my application and would welcome the opportunity to interview for this important position.

Sincerely,

//signed//

Andrew A Butterfield

# Andrew A Butterfield

VETERAN DEVELOPER OF TEAMS & THE TEAM MINDSET

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## Servant Leader and Manager – Vision and Results

Service-minded; leverages vast experience to implement strategic practices & policies that promote community growth, organizational responsiveness, intergovernmental cooperation, and long-term financial stability. Goal-oriented decision-maker with excellent communication skills, solid reputation of integrity, and strong commitment to customer care. Proactive servant-leader; empowers elected officials through fact-based recommendations on key community issues.

### Leadership Profile

- ✓ **25+ years of operations, management, and leadership experience** in county and municipal government, public service, and diverse military settings, including day-to-day oversight of 40K+ population and 40K acre Joint Base McGuire-Dix-Lakehurst, NJ.
- ✓ **Prioritizes efficient resource stewardship and building relationships** with community members, staff, and elected officials to improve local services.
- ✓ “Begin with the end in mind. Communication is key. Well-trained colleagues are our most valuable resource. **Leave a place better than you found it.**”

### Areas of Expertise

- Operations & Administration
- Strategic Planning
- Budgeting
- Hiring and Developing People
- Intergovernmental Relations
- Resource Utilization
- Personnel Management

## PROFESSIONAL EXPERIENCE

### CITY OF PORT RICHEY MUNICIPAL GOVERNMENT

#### City Manager

2025-TBD

Asked to step in immediately to provide leadership and stewardship following the unplanned departure of the previous City Manager. Quickly initiated City-wide policy and process reviews and subsequently initiated needed reforms.

[Optimal Budgeting](#) | [Public Information](#) | [Intergovernmental Coordination re: Issues & Initiatives](#)

- **Proven Leadership:** Rapidly sought out and learned the needs and priorities of each elected official.
- **Empowerment:** Identified and closed the resource gaps of Police & Fire Chiefs and Department Directors.
- **Organizational Improvement:** Assessed and identified areas where ‘stove-piping’ hurt efficiency.
- **Human Resources:** Moved HR to Direct Report and shortened the hiring process timeline.

### MANATEE COUNTY GOVERNMENT

#### Chief of Staff / Deputy County Administrator

2023-2024

Recruited to provide ethical leadership following period of rapid leadership change. Oversaw County-wide policy and process reviews. Directed & improved IT, Information Outreach, Community & Veterans Services, and Legislative Affairs.

[Public Outreach](#) | [Strategic Planning](#) | [Record Requests and Retention](#) | [Legislative Issues & Initiatives](#)

- **Steady, positive leadership:** Quickly earned the trust of each elected official and Department Director.
- **Policies and Procedures:** Reviewed, updated, and renewed dozens of past-sunset governing directives.
- **Organizational Improvement:** Assessed and identified areas where ‘stove-piping’ hurt efficiency.
- **Intergovernmental Coordination:** Strengthened regional partnerships with neighboring counties and ‘muscle-mover’ entities such as SRQ, local colleges, County School Board, charities, and Port Manatee.

### CITY OF ST. PETE BEACH, PUBLIC WORKS DEPARTMENT

St. Pete Beach, FL

#### Operations Manager

2019-2023

Hired to provide stability and leadership following difficult management transition. Oversaw team of 17 and \$4.5M budget, managing operations across all departments. Key member of Strategic Development Task Force.

[Strategic Planning](#) | [Municipal Operations](#) | [Vehicle Fleet Maintenance](#) | [Personnel Training](#)

- **Operational Leadership:** Drove efficiency/productivity through collaboration with all elected officials.

- **Asset Management:** Maximized asset value with proactive maintenance of City facilities and \$5M vehicle fleet.
- **Financial Management:** Saved funds / improved public safety by establishing in-house sign printing capabilities.
- **Intergovernmental Relations:** Strengthened regional partnerships as City representative on 3 County boards.
- **Personnel:** Achieved 100% retention by transforming department culture to create positive work environment.

## BROWN UNIVERSITY

Providence, RI

### Director, Office of Veterans Affairs

2013-2014

Hired to re-establish Veterans Affairs services after decades of dormancy. Recruited and trained 3 direct reports to help Veterans effectively utilize GI benefits and navigate university experience. Reported to Dean of Student Affairs.

[Special Event Operations](#) | [Program Administration](#) | [Intergovernmental Partnerships](#) | [Community Liaison](#)

- **Strategic Initiatives:** Strengthened on-campus support for Veterans by re-instating Veterans Affairs program. Developed various ROTC commissioning options, enrolling 3 students in Army ROTC.
- **Community Partnerships:** Raised crucial financial support in collaboration with Veteran alumni.

## MILITARY SERVICE

### JOINT BASE MCGUIRE-DIX-LAKEHURST

Trenton, NJ

#### Deputy Commander & Commanding Officer

2009-2012

Founding senior leader of nation's first Tri-Service Joint Base with dual responsibilities as Commanding Officer of Naval Support Activity at Lakehurst. Responsible for executing complete integration of 3 neighboring military bases.

[Operations Policies & Procedures](#) | [Budgeting](#) | [Community Relations](#) | [Organizational Improvement](#)

- **Master Plan Execution:** Achieved compliance with federal legislation and regulatory guidelines during consolidation of 3 independent military bases, including 80+ units from across all military branches.
- **Safety & Productivity:** Prioritized clear communication to ensure efficient interoperability between military counterparts at two busy airfields, recording zero aviation mishaps during entire tenure.
- **Crisis Leadership:** Led disaster relief accommodations and resources for 1K Haitians following 2010 earthquake.

### UNITED STATES SPECIAL OPERATIONS COMMAND (USSOCOM)

Tampa, FL

#### Deputy Chief of Staff | Deputy Director

2005-2009

Reported directly to Chief of Staff for Commander of USSOCOM. Managed multiple offices including Public Affairs. Oversaw 30 direct reports and Care Coalition liaison to support partnership with Wounded Warriors.

[Strategic Planning](#) | [Personnel](#) | [Operations](#) | [Growth Management](#) | [Communication](#)

- **Organizational Improvement:** Oversaw unprecedented growth of Special Operations Forces, capabilities, and physical infrastructure via administrative leadership and strategic planning for Quadrennial Defense Review.
- **Operational Effectiveness:** Synchronized global activities for Special Operations Forces, coordinating efforts for 3K+ military, civilian, and contract vendors/personnel.

### UNITED STATES NAVY

Deployments in Iraq, Kuwait & at sea

#### Squadron Commanding Officer & Executive Officer | Naval Officer | Joint Specialist

1985-2005

Led 250-member squadron and managed human capital, training, budgeting, and long-range planning efforts.

[Leadership](#) | [Resource Allocation](#) | [Performance Monitoring](#) | [Strategic Initiatives](#)

- **Resource Utilization:** Managed budget and assets to support both on land and at sea operations.
- **Collaboration:** Forged partnerships across military branches and government agencies to achieve objectives.
- **Safety Standards:** Led squadron to Aviation Excellence Award as expert instructor with 3K+ flight hours.

## EDUCATION

**Master of Public Administration (MPA)** | Harvard University, Kennedy School of Government • Cambridge, MA

**Master of Arts (MA)** | US Naval Post-Graduate School • Monterey, CA

**Bachelor of Science (BS)** | US Naval Academy • Annapolis, MD

# 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(4)(d)2h		1-3

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