



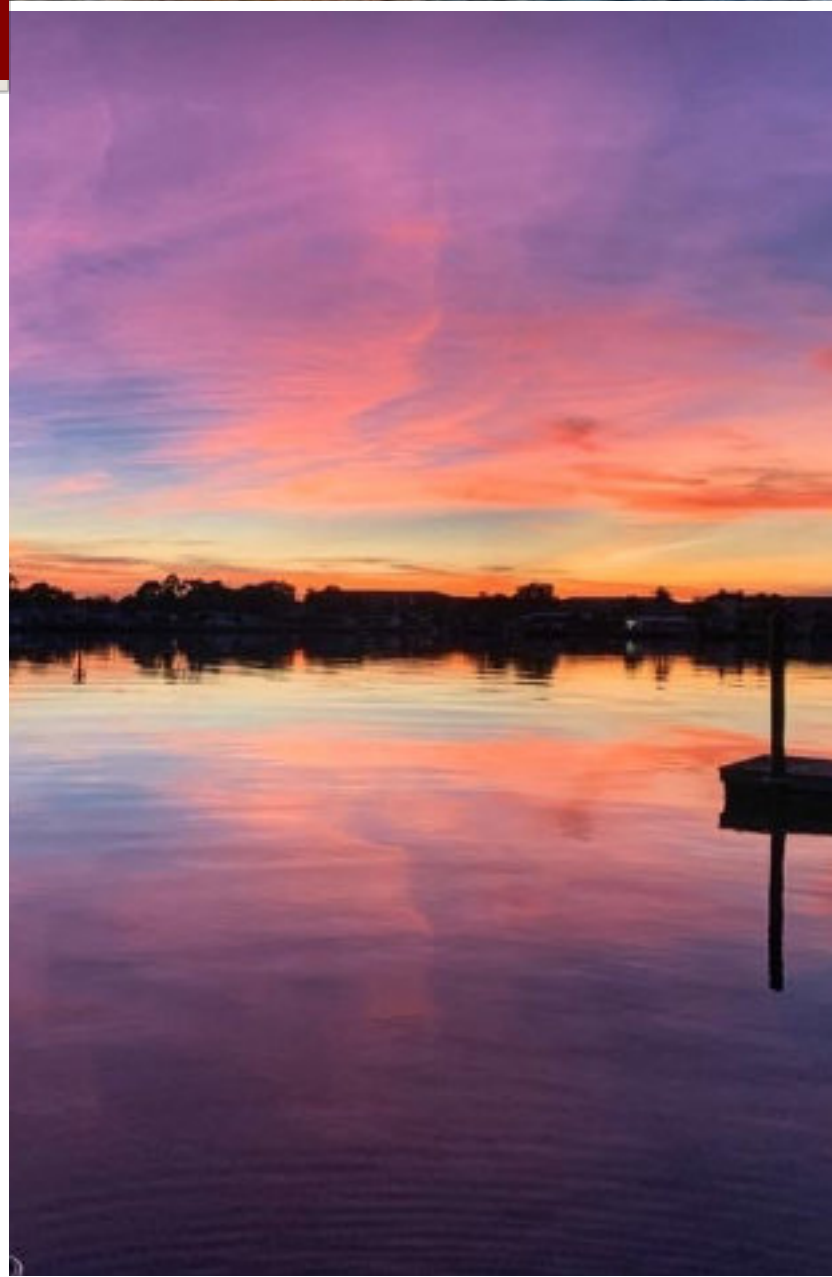
— POSITION AVAILABLE —

CITY MANAGER | Apply by August 2, 2023

Surrounding Miller's Bayou and stretching into the Gulf of Mexico along the Pithlachascotee River, the City of Port Richey is a seaside wonder. It is a charming community nestled among natural beauty yet less than an hour northwest of Tampa, FL.

The best part of Port Richey is living here. It has a small-town vibe where residents are friendly, and everyone knows everyone. Residents treasure their highly regarded local schools. Higher education is available in the nearby Tampa Metro Area at Keiser University, University of Tampa, University of South Florida at St. Petersburg, St. Petersburg College, and the University of South Florida's main campus. For those willing to travel farther, the University of Florida, the Florida State University, and the University of Miami all offer excellent educational opportunities. The City is safe. The police are friendly and community oriented. For example, if your garage door is open late at night, expect an officer to knock on the door to let you know.

Port Richey boasts a quaint Waterfront District with tremendous potential. Already present are great restaurants on the water, and several more are nearby. Fishing charters,



a bait shop, a casino cruise boat, and a boat ramp all call the area home. Adjacent to the north lies the City's Waterfront Park.

U.S. Highway 19 runs north/south through the City and provides additional dining and shopping opportunities. Just outside the city limits is the Gulf View Square Mall. While online shopping has led to disappearing storefronts across the country, the Gulf View Square Mall is experiencing a rebirth by courting small local businesses with discounted rent. The Mall has become a bustling community hub with its "Markets in the Mall" event, which brings over 60 vendors and 5,000 visitors. A bit further north is another treat, the Lyon's Head Antique Mall. It covers over 20,000 square feet and is the largest operating antique business in Pasco County.

Port Richey's location makes it a sportsman's paradise. Start with the Gulf of Mexico—boat, fish, dive, sail, kayak, paddleboard, swim, or camp on a key—the opportunities are virtually endless. Or visit one of the local or nearby parks. For example, the City's downtown Waterfront Park offers 10 acres with a lake, playground, open space, picnic tables, a walking trail, a kayak launch, restrooms, and parking.

On the City's northern boundary and partially in the City is Werner-Boyce Salt Springs State Park. Here you can fish, birdwatch (over 150 species), or paddle the inlets and bayous through a salt marsh. The park, named for the 320-foot-deep saltwater spring, includes four miles of coastal waters and a stunning array of animals alongside its nature trails and picnic pavilions. Gray foxes, gopher tortoises, West Indian manatees, and dolphins are frequently seen. Bald eagles, roseate spoonbills, the elusive black rail, raptors, wading birds, shore birds, and migratory songbirds also call the park home.

Anclote Key Preserve State Park lies offshore, a bit to the south, and is accessible only by boat or ferry service. Camp, picnic and grill here, or go wildlife spotting and visit the historic 1887 lighthouse. Birders will especially love the American oystercatchers, bald eagles, and piping plovers that grace the park. For a peaceful day, visit the James E. Grey Preserve. Its boardwalk winds alongside the Pithlachascotee River and provides a stunning look at the river, a scrub habitat, and gopher tortoises.

Jay B. Starkey Wilderness Park, with its 8,300 acres of land, is 8 miles east and draws visitors to its equestrian, hiking, and nature trails, camping areas and 7.3 miles of paved surfaces for biking, jogging, or walking.

Tarpon Springs is another must-see. Lying on the shore of the Gulf of Mexico just 20 minutes south of Port Richey, it was named for the fish found in abundance in nearby waters. But it also is known for its Greek heritage, its 51 miles of waterfront allure and for the once booming sponge industry. In fact, it is known as the sponge capital of the world. Tarpon Springs' charming downtown center is listed on the National Register of Historic Places. There, visitors can stroll along brick streets while browsing in art galleries, antique stores, and specialty shops housed in buildings dating from the late 1800s.

For those more attuned to the big city lights, Tampa is just under an hour away. Ranked as one of the country's most popular cities, it is the 2nd largest metropolitan statistical area in Florida and provides a wide variety of entertainment, cultural, and sporting opportunities. Less than two hours to the east is Orlando. With its theme parks and many attractions, it is the most visited destination in the United States. But it is not just theme parks. There you can catch an NBA game at the Amway Center or a concert, play, or ballet at the Dr. Philips Center.

Air travel is easy and nearby. Tampa International Airport (27th largest in the country by passenger volume) is about 45 minutes southeast, and Orlando International (9th) is two hours east. St. Pete-Clearwater International Airport, a regional airport that features flights by low-cost carriers Allegiant and Sun Country, is about 50 minutes due south. The three busiest cruise ports in the world (Port Canaveral, Port of Miami, and Port Everglades) are just a few hours away. Closer lies the Port of Tampa, the 29th busiest cruise port in the world.

When it comes to housing, if you want to live on the water in downtown Port Richey, a condo will cost at least 300k, and a house is more than double the cost. If you are willing to live on the west side of the City, a three bedroom, two bathroom house costs in the 300k to 400k range.



All in all, Port Richey is unlike any in Florida—a place with a small-town feel, tremendous natural beauty and wonderful recreational opportunities. If you are a strong leader ready to help guide Port Richey into the future, please apply today.

HISTORY

Modern Port Richey's history began in 1883 when Aaron McLaughlin Richey settled near the mouth of the Pithlachascotee River. He set up a post office in his home a year later and became the first postmaster. Port Richey was incorporated in 1925.

Since then, Port Richey has maintained a small population and simple way of life, and the City's residents are happy about it. That said, governance in Port Richey has been rocky at times. On a number of occasions, residents have voted down efforts to merge the City with New Port Richey (1974 and 1997) or to dissolve it (1978 and 2007). The City has stabilized in the last few years and is looking for a Manager who can continue the progress they have made.

DEMOGRAPHICS

The most notable characteristic of the community is the portion of Port Richey residents who retired. The City's median age is 48.1 (versus 38.9 for the U.S. as a whole). See Table I for more demographic data.

CLIMATE

Port Richey boasts a tropical climate with two main seasons: a hot, rainy season (June to mid-October) and the warm, dry season (October to May). During the summer months, the high temperatures are typically in the low 90s with high humidity, and the afternoons often bring short bursts of rain and thunder. During the

winter months, the average low temperatures are in the mid-50s, and the average highs are in the low 70s. The average annual rainfall is 51 inches. By way of comparison, the average annual rainfall in, say, Michigan is 31 inches. The City sees around 239 sunny days per year. Hurricanes strike Florida from time-to-time, especially between August and early October. That said, the last

hurricane to hit the area directly was in 1921. Since then, a few have passed by, but none have caused any significant damage to the area.

GEOGRAPHY

Port Richey is located on the Gulf Coast of Florida, approximately halfway between the state's northern and southern extremes. The City covers a total area of 2.8 square miles, 2.2 square miles of which are land. It sits in Pasco County, Florida, and it lies less than an hour northwest of Tampa and two hours west of Orlando. Its average elevation is 10.3 feet above sea level. See Figure 1 on page 5 for the location of Port Richey.

COMMERCE

See Table 2 (left) for more information.

THE GOVERNMENT

Port Richey utilizes the Council-Manager form of government. The City Council consists of a mayor and four members elected on a non-partisan basis for three-year staggered terms. The Mayor presides over meetings and has the same vote as every other Council Member. The Mayor is directly elected, and the next mayoral election is in April 2026. Two Council Members will be subject to election in April 2024, and two more in April 2025. All are elected at large. In the case of Council Members, the first and second-place finishers in each election become members of the City Council. The City does not have term limits. The current Council Members are all relatively new to office; the longest-serving Council members were elected in 2019 and are in their second term. They work fairly well together, have genuine respect for city staff, and are dedicated to improving the City's quality of life and reputation.

The City Manager serves at the pleasure of the City Council and is solely responsible for the day-to-day operations of the City,

Table 1: Port Richey Demographics

Distribution by Race		Distribution by Age	
White	83.4%	0 to 15	9.5%
Black	3.7%	15 to 25	10.0%
Asian	1.2%	45 to 65	24.9%
Two or More Races	11.3%	65 to 85	34.7%
Total	100%	Over 85	2.5%
Hispanic Ethnicity (all races)	14.2%		
Estimated Population: 3,250			
Other Statistics			
Median Age—Port Richey		48.1	
Median Age—U.S.		38.9	

Source: U.S. Census Bureau & Florida Office of Economic and Demographic Research

Table 2: Principal Employers, Port Richey, Florida

Employer	Industry	Employees
Walmart	Retail	288
Cottages of Port Richey	Assisted Living	121
Whiskey Joe's	Hospitality	89
Ocean Honda	Retail	77
Hooters Restaurant	Hospitality	71
City of Port Richey	Government	65
Red Lobster	Hospitality	52
Catches	Hospitality	52
Whiskey River on the Water	Hospitality	51
SunCruz – Tropical Breeze Casino	Entertainment	34

Source: Port Richey, FL 2022 CAFR

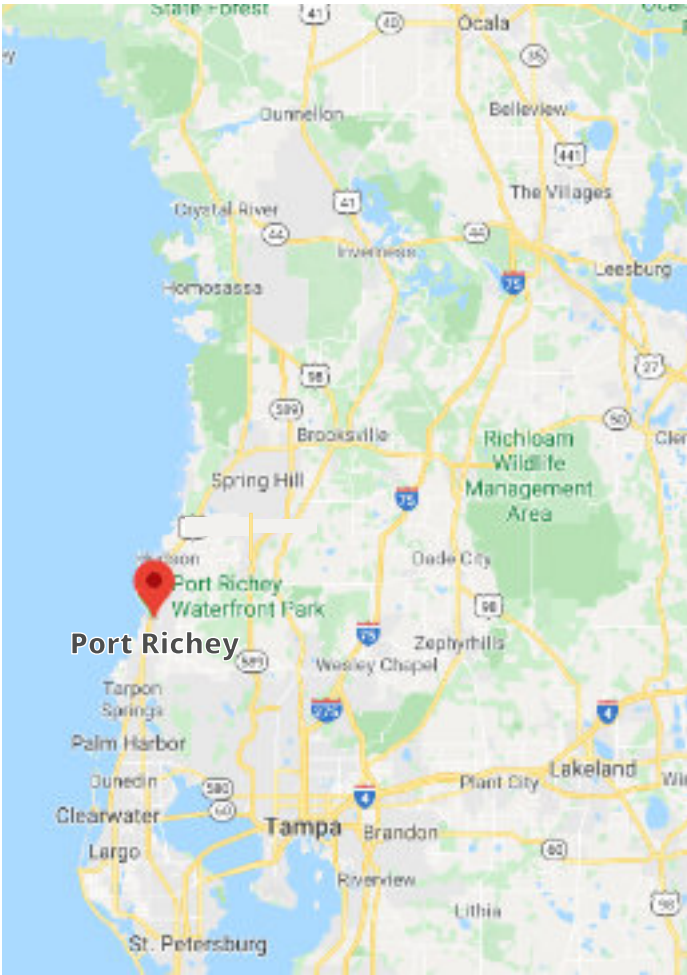


Figure 1: Location of Port Richey, FL

including the City Clerk. The City Attorney is hired by the City Council and reports directly to it.

Port Richey provides a full range of municipal services, including police, fire, public works, parks and recreation, building and code enforcement, planning and zoning, and general administration services. The City also provides water treatment and distribution, wastewater collection, and stormwater management.

The 2022-2023 General Fund Revenue Budget is \$7,663,736, and the Total Budget is \$18,470,941. The difference is composed of the Community Redevelopment Agency (whose budget is \$3,433,696) Capital Improvement Fund (\$920,418), Water & Sewer Utility (\$6,126,341), and Stormwater Fund (\$326,750). See Figure 2 below for organizational information on Port Richey.

Overall, Port Richey has approximately 65 full-time employees (excluding the City Council). The City has two unions: the Police Benevolent Association represents the police officers, and the Communications Workers of America represents the general employees.

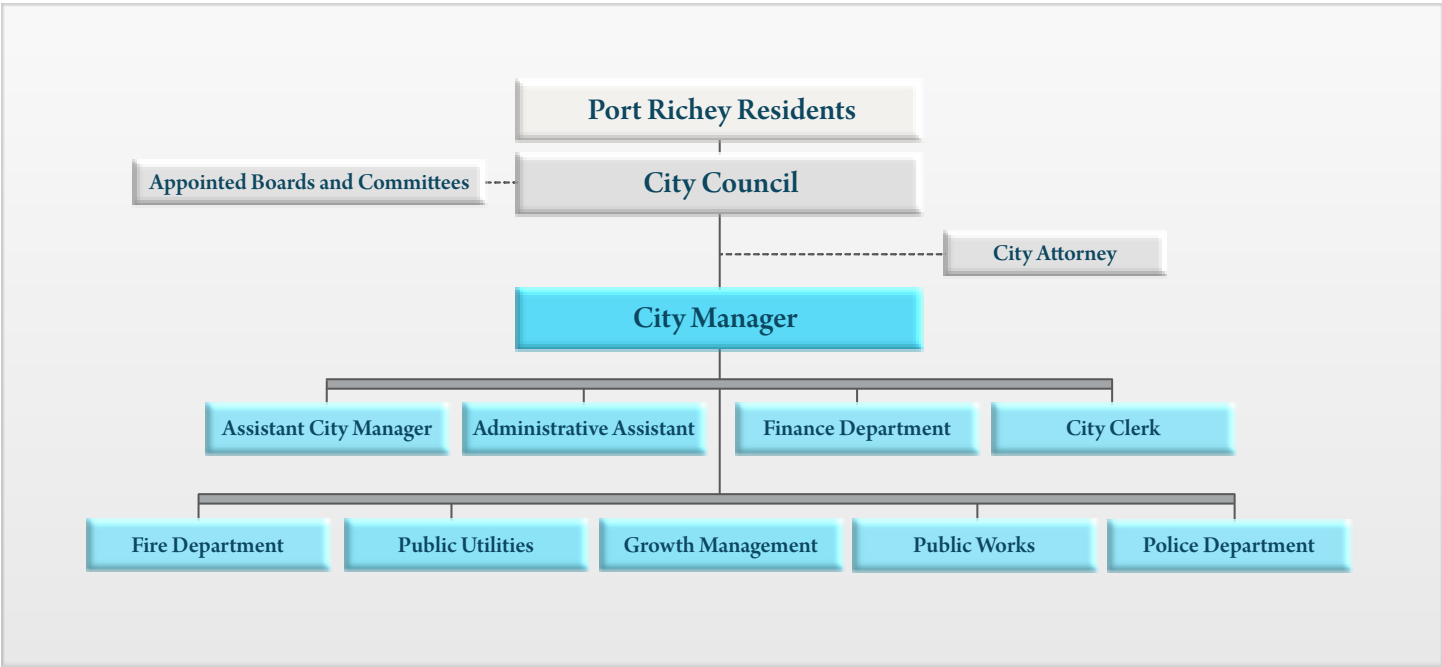


Figure 2: Port Richey Organizational Chart

THE CHALLENGES AND OPPORTUNITIES

Port Richey's greatest challenge is addressing its aging infrastructure, in particular the water lines and stormwater drainage. The City has been working on replacing water pipes, but the process will take some time with current resources.

A related challenge will be that as the waterfront is improved, it will become increasingly attractive for redevelopment. Residents are generally not opposed to growth, but they want smart growth—the kind of growth that will preserve Port Richey's character. Making sure that happens will require care and diligence.

The third challenge is financial. While the City is generally in good financial shape and has solid fund balances, resources are tight, and there is simply not enough money to do everything on the list in the timeframe residents would like. Finding alternative revenue sources and applying for grants are options to be pursued, as is ensuring the organization is functioning as efficiently and effectively as possible.

An exciting opportunity will be working with the Council and the community in their efforts to lead the City through its next decade, as opinions vary. Some believe the focus should be on the downtown area, while others want to focus the resources on other parts of the City. The next Manager will need to help build consensus and then work with the Council to skillfully guide the process through to completion.

Fifth, the private canals that lie within the City are somewhat controversial. Historically, they have not been properly maintained. Additionally, as the size of privately-owned boats has increased, their draft (depth) has increased. As a result, many of the canals are not as deep as would be desirable. Dredging them would be the remedy. On the other hand, residents who do not live on the waterways often do not want to be taxed for dredging. The City has looked for grants to fund the project and has been unsuccessful. Resolving this issue will require a great deal of patience, skill, and diplomacy.

Finally, elected officials in past years have sometimes been controversial. The most recent and current Council and staff are

committed to honest, transparent, and good government, but it takes time before perception catches up with reality. Good and frequent communication with the community will help speed this process.

THE IDEAL CANDIDATE

Port Richey is seeking an experienced, professional manager and leader with a track record of achievement and a broad skill set. The individual will be friendly with an easy-going manner and outstanding communication skills. He/she will work with the Council as a supporter and an advisor keeping all the elected officials equally and well informed. The individual will understand politics but not be involved in them.

Port Richey is a small community, and strong interpersonal skills are critical. The best candidate will be someone who spends time in the community with residents, actively listening to their concerns and finding ways to maintain and improve Port Richey's already excellent quality of life. The individual will realize that listening, tact, and finesse are just as important as simply providing the correct answer. The Manager will believe strongly in outstanding customer service and lead by example. He/she will be very responsive and work diligently to resolve problems in a timely manner. It will be important that residents find it easy to work with the government and that they feel welcome even when their requests cannot be accommodated. The Manager will be professional, always calm, cool, and collected. A sense of humor will be a plus and invaluable in diffusing difficult situations.

With a very small staff, the individual will need to be knowledgeable of every function of government and be comfortable working shoulder-to-shoulder with employees to accomplish whatever needs to be done. He/she will be a leader (not a bureaucrat) and problem solver who is intelligent, outgoing, upbeat, cheerful, consistently positive, persistent, and patient.

The ideal candidate will be able to anticipate the outcome of actions and, by doing so, provide the best options to address issues as the Council endeavors to protect Port Richey's quality of life and small-town feel. Some change is inevitable, and the Manager will work with the Council and community to ensure



that change always has a positive impact. Additionally, he/she will be constantly seeking new sources of funding and ways to improve operations.

The individual will collaborate with staff and empower them, not just direct them. Micromanagement will not be a word in the Manager's vocabulary. Instead, he/she will establish goals, provide general direction, and delegate while being respectful, mentoring, and encouraging professional and personal growth. At the same time, the Manager will be expected to provide prompt communication with residents. While empathetic, the individual will expect work to be completed in a timely manner and hold everyone accountable.



The ideal candidate will have a proven track record of success in finance, particularly in budgeting and grants. Excelling in intergovernmental relations will be critical, as Port Richey is a relatively small city that needs to work with others to leverage the resources it has. Experience in a small community is highly desirable, as is experience with disaster management. The ideal candidate will have ten years of experience as a City Manager or an Assistant City Manager. The individual is expected to have at least a bachelor's degree in business administration, public administration, urban planning, or a related field. He/she will need to understand community redevelopment agencies (CRAs) and how they work.

COMPENSATION

The salary range is \$110,000 to \$145,000. Actual salary will depend on qualifications and experience. It should be noted that the City is willing to consider paying near the top of the range for the right person. The benefits are

excellent. The City Manager will be part of the Florida Retirement System.

THE MOST RECENT CITY MANAGER

The most recent City Manager served the City for two years before opting to return to the Federal Government. His predecessor served twelve years as the City Manager (first from 1996 to 2004 and then from 2016 to 2020).

RESIDENCY

The City Manager does not need to be a resident of the City and may reside outside its boundaries with the approval of the City Council. That said, it would be hard to find a better place to live.

HOW TO APPLY

Please e-mail your resume and cover letter by August 2, 2023 to **Recruit42@cb-asso.com**.

Questions should be directed to Steve Sorrell at (513) 317-0678 or Lynelle Klein at (970) 433-7189.

INTERNAL CANDIDATES

We do not believe there will be any internal candidates.

CONFIDENTIALITY

Under Florida's public records act, once an application is submitted, it is deemed a public record. As a practical matter, we do not expect much, if any, media coverage until after the semi-finalists are named.

THE PROCESS

Applications will be screened between August 3rd and September 4th. Finalists will be selected on September 5. A reception and interviews will be held on September 14th and 15th. A selection will be made shortly thereafter.

OTHER IMPORTANT INFORMATION

The City of Port Richey is an Equal Opportunity Employer and encourages women, minorities, and veterans to apply. A veteran's preference will be awarded per Florida law.

ADDITIONAL INFORMATION

For additional information about the City, visit:

<https://cityofportrichey.com/>