



AGENDA ITEM REQUEST FORM

1/28/2020

ITEM: Consideration to Approve Service Agreement between the St. Andrews CRA District and the Historic St. Andrews Waterfront Partnership, Inc.

BACKGROUND INFORMATION: The CRA staff is requesting approval for the FY20 Service Agreement with the Historic St. Andrews Waterfront Partnership, Inc. to operate, maintain and staff the Panama City Publishing Company Museum and Visitor Center in St. Andrew's CRA District.

DEPARTMENT HEAD RECOMMENDATION: To approve the amendment to the service agreement for \$35,000.00.

BUDGET IMPACT: \$35,000.00

Is this a budgeted item? Yes

COST CENTER AFFECTED: 120-5512-53400

Personnel:

Operating:

Capital:

Revenue:

Requested By: Michael Johnson, CRA Director

Date: January 9, 2020

SERVICE AGREEMENT NUMBER STA 2019-01

This Agreement made this 1st day of October 2019 by and between the PANAMA CITY REDEVELOPMENT AGENCY, herein "CRA", and the HISTORIC ST. ANDREWS WATERFRONT PARTNERSHIP, INC., herein "Waterfront P/S."

WITNESSETH:

WHEREAS, the CRA has engaged Waterfront P/S to operate, maintain and staff the Panama City Publishing Company Museum and Visitor Center in St. Andrew's CRA District, herein "MVC", and the Waterfront P/S has accepted such engagement subject to the terms and conditions hereof,

NOW, THEREFORE, in consideration of the mutual covenants to be kept and performed by the parties and other valuable consideration, the receipt of which is acknowledged by the parties, IT IS AGREED:

1. The contract year is October 1, 2019 to September 30, 2020.
2. CRA shall agree to provide finds of **\$35,000** to the Waterfront P/S. For FY20, and going forward the Waterfront P/S will be required to contribute a minimum of \$10,000 in order to receive the \$35,000 CRA funds.
3. The Waterfront P/S shall have the responsibility of engaging a part-time museum coordinator, herein "coordinator". The coordinator shall be responsible for the daily operations of MVC and for developing, managing and implementing plans, programs, activities and communication strategies to ensure the future sustainability of MVC.
4. In addition to the generality of the foregoing paragraph, but not in limitation thereof, specific duties of the coordinator shall include:
 - a. The Coordinator shall be on duty at the museum daily from Tuesday through Friday of each week from 1:00 PM through 5:30 PM. During

this time, the coordinator shall have the museum open to the public and will be available to the public to welcome them to St. Andrew, provide them with visitor information, and give visual, oral, and self-guided tours of the museum when request. The coordinator shall also work as the market coordinator of the St. Andrews Waterfront Farmers Market.

- b. The coordinator shall advertise walking tours to be given during hours of operation or by appointment. The coordinator will offer visual, oral, and self-guided tours or train volunteers to do the same.
- c. The coordinator shall assist in the maintenance of non-profit organizational operations to support the future operations of MVC.
- d. The coordinator shall provide training for volunteer and docent staffing.
- e. The coordinator will coordinate the museum displays with monthly feature displays.
- f. The coordinator shall be responsible for the development of a quarterly St. Andrews Community newsletter or bulletin for publication and distribution.
- g. The coordinator shall provide basic maintenance of the Publishing Museum Facebook page and the St. Andrews Community website.
- h. The coordinator shall pursue and ultimately obtain funding for the Museum through creative means such as, but not limited to, sponsorships, fund raising events, renting museum space for receptions & classes, etc.

- i. The coordinator shall research grant availabilities and prepare grant applications for continued funding of coordinator position and to fulfill the mission of the Waterfront P/S goals for the museum.
 - j. The coordinator shall perform other duties that may from, time to time, be imposed upon the Waterfront P/S by mutual consent of the parties.
 - k. The coordinator shall attend all regular and special Waterfront P/S Board meetings including the Annual Retreat and any related workshops.
5. The Program Manager of the St. Andrews CRA District, shall oversee the administration of the Waterfront P/S contract and shall be available upon reasonable notice to consult with the coordinator.
6. The CRA will require the Waterfront P/S to prepare a monthly report to be turned into the CRA on the first Tuesday of the month in order for the report to be included in the CRA Board packer. The report will need to contain the following information:
 - a. Date of report. Dates covered by the reporting period.
 - b. Total number of visitors.
 - c. Total number of tours offered and total number completed including rain out days.
 - d. Narrative of the monthly first Saturday Open House characterizing the number of visitors, the demographics of the visitors (i.e. age groups, etc.)
 - e. Description of current exhibit for the reporting period.
 - f. Report on grant pursuits and fund raising activities.
7. The Waterfront P/S shall retain a professional bookkeeper to handle the organizations financials, reporting and payroll services.

8. The Waterfront P/S will maintain an employee manual which will hold the detailed job description for the Museum/Market Coordinator.
9. This Agreement may be terminated by either party upon the giving of 30 days written notice to the other. All notices required by the agreement shall be in writing and mailed or delivered to the parties at the following addresses:

PANAMA CITY COMMUNITY REDEVELOPMENT AGENCY
501 Harrison Avenue, Room 206
Panama City, FL 32401

HISTORIC ST. ANDREWS WATERFRONT PARTNERSHIP, INC.
1134 Beck Avenue
Panama City, FL 32401.

10. This Agreement shall be binding on the parties and their successors and assigns.

IN WITNESS WHEREOF, the parties hereunto set their hands and seal the day and year first above written.

PANAMA CITY COMMUNITY
REDEVELOPMENT AGENCY

By: _____
Greg Brudnicki, Chairman

HISTORIC ST. ANDREWS WATERFRONT
PARTNERSHIP, INC.

By: _____
Robbie Fehrenbach, President

Attest: _____
Mark McQueen, City Manager