

## SERVICE AGREEMENT NUMBER STA 2020-21

This Agreement made this 1<sup>st</sup> day of October 2020 by and between the PANAMA CITY COMMUNITY REDEVELOPMENT AGENCY, herein "CRA", and the HISTORIC ST. ANDREWS WATERFRONT PARTNERSHIP, INC., herein "Waterfront P/S".

WITNESSETH:

WHEREAS, the CRA has engaged the Waterfront P/S to operate, maintain and staff the Panama City Publishing Company Museum and Visitor Center in the 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, 2020 to September 30, 2021.
2. CRA shall agree to provide funds of **\$35,000** to the Waterfront P/S. For FY20/21 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. [See Appendix A.]
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 operation of MVC and for developing, managing and implementing plans, programs, activities and communication strategies to ensure future sustainability of MVC. [See Appendix B for Coordinator duties].
4. The Program Manager of the St. Andrew's CRA District, shall oversee the administration of the Waterfront P/S contract and shall be available upon reasonable notice to consult with the Coordinator.

5. 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 for the report to be included in the CRA Board packet. The report will need to contain the following information:
  - a. Date of report.
  - b. Dates covered by the reporting period.
  - c. Total number of visitors.
  - d. Total number of tours offered, and total number completed, including rain out days.
  - e. Narrative of the monthly first Saturday Open House characterizing the number of visitors, the demographics of the visitors (i.e. age groups, etc.)
  - f. Description of current exhibit for the reporting period.
  - g. Report on grant pursuits and fund-raising activities.
6. The Waterfront P/S shall retain a professional bookkeeper to handle the organizations financials, reporting and payroll services.
7. The Waterfront P/S will maintain an employee manual which will hold the detailed job description of the Museum/Market Coordinator.
8. 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. ANDREW'S WATERFRONT PARTNERSHIP, INC.  
1134 Beck Avenue  
Panama City, FL 32401

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

## **Appendix A**

CRA shall agree to provide funds of **\$35,000** to the Waterfront P/S. For FY20/21 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.

The CRA agrees to provide a base of \$25,000 annually to the Waterfront P/S to S to operate, maintain and staff the Panama City Publishing Company Museum and Visitor Center in the St. Andrew's CRA District. In order to assist the Waterfront P/S in growing the organization an additional \$10,000 will be contributed to the Waterfront P/S in matching dollars.

Beginning fiscal year 21-22 (or October 1<sup>st</sup> 2021) funds must be raised the prior fiscal year to be eligible for matching dollars up to \$10,000.

## Appendix B

**Type of position:** Full-time, nonexempt

**Hours:** 40/wk, Monday - Friday; some evenings or weekends, depending on scheduling of events & activities.

**Major Functions:** The Executive Director is responsible for providing collaborative and fiscally mindful leadership to the Historic St. Andrews Waterfront Partnership Board of Directors, staff and volunteers. In addition, the Director is responsible for the achievements of the Museum,

The Market and the HSAWP and ensuring the future sustainability of all facets of the organization. The Director will work closely with the board, volunteers, the City of Panama City, members, donors and community leaders.

### **Duties:**

- Participate in identifying ways of diversifying the organization's revenue streams through corporate, foundation, government, and other philanthropic funding sources.
- Participate in the creation of an annual budget for the Historic St. Andrews Waterfront Partnership.
- Solicit sponsorship partners and cultivate donor relationships by participating in networking events, conducting prospect calls, and visiting/hosting meetings with potential partners.
- Promote the HSAWP and museum activities to the community and local businesses through presentations, networking meetings, joint projects, newsletters, media releases.
- Draft sponsorship proposals, sponsorship benefits contracts, grant proposals and foundation requests.
- Manage the sponsorship/membership process, by maintaining a database of sponsors, donors, members, and prospects.
- Prepare monthly written reports of activities, volunteer hours, revenues and expenses.
- Maintain compliance and file required paperwork for insurance, licenses, 501 (c)(3) incorporation, permits, etc.,
- Develop a quarterly St. Andrews Newsletter or bulletin for publication and distribution.
- Maintain accurate volunteer & membership files with all contact information.
- Ensure the Education Coordinator develops and organizes educational programs for the Panama City Publishing Co. Museum.
- Ensure the Market Manager develops and implements an Action Plan to promote the growth and sustainability of The Market.
- Ensure all aspects of The Market operations, staff and volunteers are properly managed by the Market Manager.

- Develop and maintain, in coordination with the City, a schedule of maintenance and upkeep for the museum building and its contents. Promptly communicating any issues and ensuring repairs are adequate.
- Other duties as assigned.

**Education / Experience / Qualifications:**

- Degree or experience in non-profit management and fundraising.
- Degree or experience in education, public history, art studies, museum studies or historic preservation.
- Experience with volunteer development and community service-related field.
- General knowledge of how to cultivate contributed revenue through granting agencies, major gifts, annual fund, planned giving, etc.
- Knowledge of research methods for identifying corporate, foundation, or individual prospects.
- Understanding of regulations surrounding charitable contributions and related tax implications is desired.
- Exceptional interpersonal and relationship building skills are required, as are excellent written and verbal communication skills.
- Ability to read and comprehend budgets and financial statements is necessary.
- Strong administrative and management skills.
- Basic software competencies in Microsoft Excel, Word, PowerPoint, QuickBooks and Boomerang.

**Physical demands:**

- Work is performed predominantly in an office environment.
- Ability to travel to locally.
- Work outdoors during outdoor events.
- Lifting and carrying up to 25 lbs. on occasion.
- Walking, sitting and standing.

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

PANAMA CITY COMMUNITY  
REDEVELOPMENT AGENCY

HISTORIC ST. ANDREW'S WATERFRONT  
PARTNERSHIP, INC.

By: \_\_\_\_\_  
Greg Brudnicki, Chairman

By: \_\_\_\_\_  
Robbie Fehrenbach, President

Attest: \_\_\_\_\_  
Mark McQueen, City Manager