

Memorandum of Understanding (MOU) for the Downtown Facilities and Grounds Supervisor (formerly the Facilities Maintenance Supervisor)

Parties:

This **Memorandum of Understanding** (MOU) is entered into between **Aurora Theatre Inc** (referred to as "Aurora ") and **The City of Lawrenceville** (referred to as "the City") related to the required **Facilities Maintenance Supervisor** position required by the City in the Operation Agreement. The effective date of the MOU is October 1, 2024.

Purpose:

This MOU amends the Operation Agreement between the parties dated July 23, 2021 to remove the Facilities Maintenance Supervisor as outlined in the Operation Agreement as a required employee of Aurora and provide that certain duties of that employee will be assumed by a City employee to be known as the **Downtown Facilities and Grounds Supervisor (DFGS)**. This MOU will be required to be approved by City Council and the Aurora. While this position will now be a part of the City, this MOU does not otherwise modify the Operation Agreement and all other provisions of the Operation Agreement and the Lease referenced in the Operation Agreement will remain in full force and effect, including but not limited to all financial responsibilities of Aurora for maintenance as outlined in the Lease and Operation Agreement.

Responsibilities:

The DFGS will be an employee of the City of Lawrenceville as of October 1, 2024 and as of that date will no longer be an employee of Aurora. As an employee of the City, the Downtown Facilities and Grounds Supervisor will assume the following responsibilities at the Lawrenceville Arts Center Complex:

- *General Repairs:* Perform paint touchups, resolve toilet clogs, and conduct wall/door cleaning as needed.
- *Plumbing:* Address plumbing issues promptly and effectively.
- *Electrical:* Manage electrical maintenance tasks and troubleshoot electrical problems.
- *Fire Inspections/Maintenance:* Ensure compliance with fire safety regulations and conduct routine inspections.
- *Rigging Inspections:* Conduct inspections of rigging equipment and ensure compliance with safety standards and schedule annual maintenance.
- *Quoting and Contracting for Facility and Grounds Vendor Services:* Obtain quotes and manage contracts for vendor services as required.

- *HVAC Contract Management*: Serve as the contract manager for HVAC systems at the Lawrenceville Arts Center Complex.
- *HVAC Control and Settings Alterations*: Manage HVAC settings and make necessary alterations for optimal performance.
- *Generator Maintenance Contract Management*: Oversee generator maintenance contracts.
- *Grease Trap Contract Management & Scheduling*: Manage grease trap contracts and schedule maintenance as needed.
- *Ice Machine Cleaning & Sanitation*: Perform semi-annual cleaning and quarterly sanitation of ice machines.
- *Water Filter Replacement*: Replace water filters every 3-6 months based on filter type.
- *Facilities Budget Management & Allocations*: Work with Aurora and the City to manage the facilities budget and allocate funds appropriately.
- *Scheduling Additional Cleaning Services*: Arrange floor, window, and carpet cleaning services as required.
- *Scheduling and On-Call Services for Elevators & Chair Lifts*: Schedule maintenance and on-call services for elevators and chair lifts.
- *Annual Roof Cleanings*: Arrange for annual roof cleanings to remove heavy buildup sediment/debris.
- *Quoting/Bidding for Facility Improvements or Renovations*: Obtain quotes and manage bidding processes for facility improvements or renovations.
- *Security and Fire Interface and Plans*: Keep records, manuals, and logs updated for maintenance needs.
- *Housekeeping Oversight*: Serve as Point of contact for housekeeping and maintenance vendors. Provides thorough instructions and expectations to cleaning staff. Maintain proper documentation and logs for continued housekeeping services and sessions.
- *Documentation*: Maintain documentation and records or logs, as appropriate for any work done under any other category herein as well as being the custodian for all receipts for facilities maintenance.

Aurora may request these services from the DFSGS but shall not direct the DFSGS to take specific actions. The activities listed above will be coordinated and scheduled by the City along with the additional duties of the DFSGS. **The following duties that were the responsibility of the Facilities Maintenance Supervisor when employed by Aurora shall be reassigned to the Complex General Manager who shall engage Aurora Theatre staff:**

- Artist House Lawn Care
- Artist House HVAC Maintenance (Filters & Annual Maintenance)
- Artist House General Repairs
- Manage hard keys and door codes for access control
- Administer the CardAccess 4k System and CardPresso for access control.
- Scene Shop HVAC Annual Maintenance & Filter Changes
- Lift Inspections Scheduling & Oversight (Genie & Skyjack)
- Adobe Account Management and License Allocation
- IT Point of Contact
- Ring Central Point of Contact and Administration
- Exterior Banner Replacement
- Art Installation and Coordination
- Keg Tap Cleaning
- Campus Security

Termination and Hiring:

The City will work in partnership with Aurora regarding annual review and any termination or potential new hire for the position of DFSGS, but the ultimate decision on all matters related to the employment of the DFSGS lies with the City.

Review and Amendment:

This MOU may be reviewed and amended as necessary by mutual agreement between Aurora and the City of Lawrenceville.

Understanding:

It is mutually agreed upon and understood by and among the Parties of this Memorandum that:

Each Party will work together in a coordinated fashion for the fulfillment of the Agreement.

Signatures:

Aurora Theatre Representative Signature

Aurora Theatre Representative Printed

Date

City Representative Signature

City Representative Printed

Date