

STAFF REPORT

Date: February 22, 2023

To: Mayor and City Council

Thru: Doug Thornley, City Manager

Subject: Staff Report (For Possible Action): Approval of a two year Interlocal Agreement with Nevada Department of Employment, Training and Rehabilitation (DETR) for the operation of lobby food services at Reno City Hall.

From:

Summary: Council approved an interlocal agreement with Nevada Department of Employment, Training and Rehabilitation (DETR) in 2004 for the placement of a blind vendor operated coffee cart on the first floor of City Hall. The coffee cart was operated by several vendors from 2004 through 2019 with the last vendor closing operations in April, 2020 due to COVID. The coffee cart remains closed today and the agreement expired on June 30, 2021. With this new two-year agreement, DETR will contract with an operator to provide a manned market coffee shop that will offer coffee, drinks and a variety of healthy packaged snacks. In addition, the shop will also serve an array of freshly pre-made and made-to-order sandwiches, wraps and salads. Staff recommends Council approve the interlocal agreement with DETR for the operation of a manned market coffee shop to serve the employees and guests of City Hall. If approved today, opening of the market is anticipated to be in March, 2023.

Alignment with Strategic Plan:

- Economic and Community Development
- Fiscal Sustainability

Previous Council Action:

June of 2017 Council approved a four-year extension to the Interlocal Agreement with State of Nevada Department of Employment, Training and Rehabilitation (DETR) for the operation of the coffee cart in the first floor lobby of City Hall, expiring June 30, 2021.

May of 2013 Council approved a four year extension to the Interlocal Agreement with State of Nevada Department of Employment, Training and Rehabilitation (DETR) for the

operation of the coffee cart in the first floor lobby of City Hall, expiring June 30, 2013.

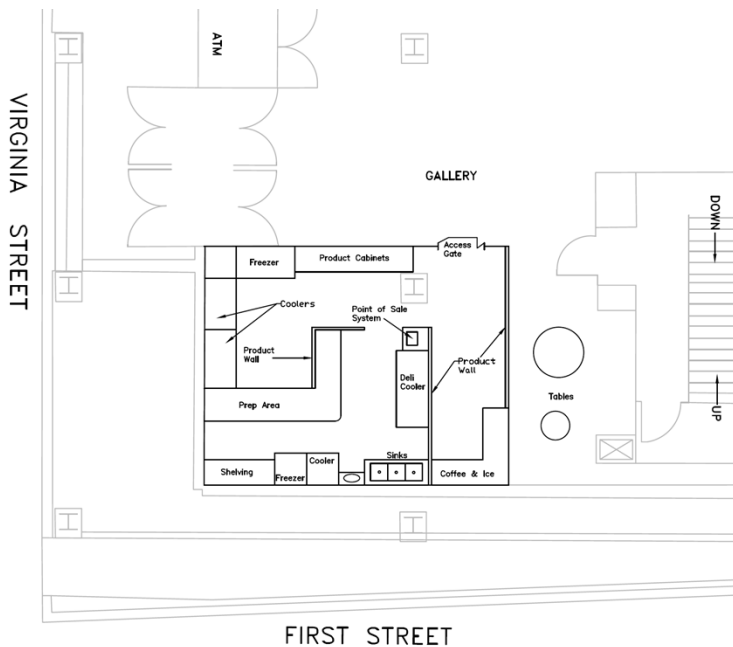
May of 2009 Council approved a four year extension to the Interlocal Agreement with State of Nevada Department of Employment, Training and Rehabilitation (DETR) for the operation of the coffee cart in the first floor lobby of City Hall, expiring June 30, 2013.

August 2004 Council approved an Interlocal Agreement with the State of Nevada Blind Services for the placement of Blind Vendor operated coffee cart in City Hall at 1 East 1st St.

Background: Per NRS 426 persons who are blind shall have priority of right to operate vending stands, such as the coffee cart, in a public building. DETR is the state agency that oversees the process through the Bureau of Services to the Blind and Visually Impaired and contracts with a vendor to operate the coffee cart. Council approved an interlocal agreement with DETR in 2004 to establish blind operated coffee cart on the first floor of City Hall. Several vendors have operated the cart since 2004 including – Dreamer’s (2005-2009), Jolt-n-Java (2009), Java Jungle (2009-2010), Sipriani’s (2011) and Joe’s Good Java (2013-2019) who was subcontract under Bill Schley until closing in April, 2020 due to COVID. The coffee cart remains closed today and the agreement with DETR expired in June 30, 2021.

Discussion: In July, 2021 city staff conducted a survey of the employees in City Hall to solicit feedback on food/drink options and hours of operation that would be desired for a coffee cart/shop on the first floor. The results of the survey indicated in addition to traditional coffee, drinks and snacks, employee’s desire healthy, freshly prepared food and healthy snack options. The survey also indicated that the normal operating hours should closely align with City Hall hours, but remain open later on days when council is in session. The results of survey data was provided and used by DETR as criteria when contracting with operators. DETR will contract with a new operator who will operate a manned market coffee shop that will satisfy the food and drink options desired by the City and provide the staff that can serve the required operating hours. Stipulations of the agreement are as follows:

- The main operating hours will be 7:30AM to 3:30PM, but shop will remain open longer on Council meeting days.
- The operator will reimburse the City for the annual maintenance cost of cleaning the grease interceptor that is tied to the market operations.
- The operator will also be responsible for cleaning their area and trash removal so there will be no additional janitorial costs to the City.
- The location of the market shop will be in the southwest corner City Hall’s first floor, see exhibit below:



If Council approves the agreement, while the market is being built out, staff will work to relocate the public entrance to the first floor. This will include moving security to the first floor and making the second floor entrance an employee only entrance.

Financial Implications: None at this time.

Legal Implications: Legal review completed for compliance with City procedures and Nevada Law.

Recommendation: Staff recommends Council approve the Interlocal Agreement with the Nevada Department of Employment, Training and Rehabilitation for two years, ending December 31, 2024, and authorize the Mayor to sign and if the market is successful authorize the City Manager to renew additional two year terms.

Proposed Motion: I move to approve staff recommendation.

Attachments:

DETR Interlocal Agreement
Layout Exhibit