



Council may take formal action on any item appearing on this Agenda. However, formal action WILL NOT be taken at this meeting on any item of business first identified during the course of the meeting as a change to the Agenda, other business, or Citizen, Councilmember and Staff Comments.

## **A G E N D A**

**Delta City Council  
Regular Meeting**

**October 4, 2016  
7:00 p.m.**

- A. Pledge of Allegiance**
- B. Changes to the Agenda**
- C. Minutes**
- D. Citizen Comments**
- E. Public Hearing: Community Development Block Grant; Blight Remediation**
- F. Resolution #8, 2016; Vision Statement**
- G. Approval to Adopt the Strategic Plan**
- H. Repair of Centrifuge at the Wastewater Treatment Plant**
- I. Resolution #9, 2016; Approval of a Youth Council**
- J. Street Closure Permit; Parade of Lights**
- K. Ordinance #8, 2016; Second and Final Reading  
Amending 17.04.240 of the Delta Municipal Code Establishing Utility Locations**
- L. City Attorney Comments**
- M. City Manager Comments**
- N. Councilmember Comments**

Item A:

**Pledge of Allegiance**



Item B:

**Changes to the Agenda**

Mayor Ed Sisson called the meeting to order at 7:00 p.m. Also present were Councilmembers Bill Raley, Ron Austin, Christopher Ryan and Gerald Roberts, along with City Manager David Torgler. A meeting notice was posted in the south window at City Hall at least twenty-four hours prior to the meeting.

**Pledge of Allegiance**

The Mayor led everyone present in the Pledge of Allegiance.

**Changes to the Agenda**

There were none.

**Minutes**

A correction was made to the Mayor Pro Tem leading everyone in the Pledge of Allegiance.

It was moved by Councilmember Roberts and seconded by Councilmember Raley to approve the minutes of the September 6, 2016 regular meeting, as amended. All in favor, motion carried.

**Citizen Comments**

Cheryl Oeltjenbruns, 1910 1600 Road, updated Council on the Abraham Connection stating that they received a \$21,200 donation from Peak to Peak Rallye. Ms. Oeltjenbruns also answered questions from Council concerning their services.

**Community Development Block Grant; Midwestern Colorado Mental Health Center**

The Clerk explained that the documents being presented tonight need approval from Council for the Community Development Block Grant with the Midwestern Colorado Mental Health Center. She reminded Council that this is a pass through grant for the center.

It was moved by Councilmember Raley seconded by Councilmember Ryan to authorize the Mayor to sign the following documents for the Community Development Block Grant with Midwestern Colorado Mental Health Center: Memorandum of Understanding; Citizen Participation Plan, Residential Antidisplacement and Relocation Assistance Plan and the Applicant Statement of Assurances and Certificates. All in favor, motion carried.

**Resolution #7, 2016; Excessive Force Policy**

RESOLUTION #7, 2016

A RESOLUTION OF THE CITY OF DELTA, COLORADO  
PROHIBITING THE USE OF EXCESSIVE FORCE AGAINST  
INDIVIDUALS IN NON-VIOLENT CIVIL RIGHTS  
DEMONSTRATIONS

was read by the Clerk.

It was moved by Councilmember Roberts and seconded by Councilmember Raley to adopt Resolution #7, 2016. Roll call vote: Councilmembers Raley, aye; Ryan, aye; Austin, aye; Roberts, aye and Sisson, aye. Motion carried.

**Ordinance #8, 2016; First Reading**

**Amending 17.04.240 of the Delta Municipal Code Establishing Utility Location**

Ordinance #8, 2016

AN ORDINANCE OF THE CITY OF DELTA, COLORADO,  
AMENDING SECTION 17.04.240 OF THE DELTA MUNICIPAL  
CODE

was read by the Clerk.

**Regular Meeting, Delta City Council, September 20, 2016 (cont.)**

**Ordinance #8, 2016; First Reading (cont.)**

**Amending 17.04.240 of the Delta Municipal Code Establishing Utility Location**

Community Development Director Glen Black stated that staff has been working on the project for middle broadband fiber. He reported that construction crews are working to get fiber up. They anticipate getting the fiber completed by the end of September or the first part of October. As everyone has been working through this part of the project, staff also has been working with attorneys that deal with broadband. There are several sections of the municipal code that needs to be updated to help ensure to cover the city's public facilities as they bring in services.

City Manager David Torgler stated that this is preparing for the next step forward and having this ordinance in place before any carriers want to provide middle mile. This is in alignment with the FCC.

Councilmember Roberts questioned if there are any interested companies.

Mr. Black stated that are some service providers that are interested.

Councilmember Roberts also questioned how far the services will go.

Mr. Black stated that an economic analysis will be completed to determine where the services will go.

It was moved by Councilmember Ryan and seconded by Council Roberts to adopt Ordinance #8, 2016 on first reading. Roll call vote: Councilmembers Raley, aye; Ryan, aye; Austin, aye; Roberts, aye and Sisson, aye. Motion carried.

**City Attorney Comments**

There were none.

**City Manager Comments**

City Manager David Torgler requested that Parks, Recreation and Golf Director Wilma Erven provide an update on the pool and the golf course.

Ms. Erven stated that the pool has been closed at the recreation center for three weeks due to wiring concerns. They plan to have the pool back open next week.

Ms. Erven reported that Ken Brown with Devil's Thumb Golf Course has been voted as 3A Western Slope Conference Coach of the Year. He coaches the high school boy's golf team and is sending 4 players to the state golf competition.

Mr. Torgler stated that at the October 4, 2016 meeting there will be discussion regarding urban renewal activities. The results of the citizen survey will also be presented at a future meeting.

**Councilmember Comments**

Councilmember Roberts requested that the work sessions not begin before 5:30pm.

Councilmember Raley congratulated Ken Brown and the golf team.

Councilmember Austin also congratulated Ken Brown and the golf team. He commented another car club that has been coming to the western slope, Colorado Grand. He would like to see the City of Delta to put something together to have them spend some time in Delta next year.

Councilmember Ryan thanked Chief Kettle and the police department for allowing him to have a ride along with Sgt. Gay.

The meeting was adjourned at 7:31 p.m.

Item D:

Citizen Comments





October 4, 2016

TO: Mayor and City Councilmembers

FROM: David Torgler, City Manager

RE: Workshop discussion regarding blight remediation projects and grant opportunities

**Recommendation:**

Staff is recommending that the City Council apply for a \$507,000 Community Development Block Grant (CDBG) for blight remediation projects and commit to a local match of 20% (\$101,400).

**Background:**

City staff has been advised by DOLA officials that there is the strong possibility the City would be eligible for an out-of-cycle CDBG grant in the amount of approximately \$507,000 that must be used for blight remediation projects; e.g. site acquisition, site assessment, environmental assessment and remediation, professional services, site stabilization, remediation, demolition and documentation. The City must commit a local match equal to 20% - 25% to qualify for this grant. Due to limited local funds staff is recommending a 20% match or approximately \$101,400.

Because funding is from the federal government there are certain limitations and requirements for the use of these funds. One requirement is that properties to be acquired must receive notice that their property is being considered for acquisition before the grant application is submitted. Another requirement is that properties to be acquired cannot be acquired through eminent domain. Other requirements to use these funds include, but are not limited to, the application of wage requirements, review by the State Historic Preservation Office (SHPO), EEO documentation, bidding requirements, meeting state and federal remediation requirements.

This grant opportunity can be used for the acquisition and clean-up of one or more properties. Staff has identified five properties that will meet the blight requirements and are located in or near downtown Delta that should be prioritized by the City Council for acquisition, demolition and site remediation. Staff recommends a discussion with the City Council regarding how these sites can be acquired, cleaned-up and redeveloped as part of a prioritization process.

This is urban renewal, and can be linked to the City's urban renewal projects through DURA.

The City Council can work with DURA to fund the proposed local match once DURA has funds available, and work on project timing with DURA that will maximize TIF benefits to fund DURA activities. If the successful project(s) are within close proximity to the proposed DURA Gateway and river activation projects then TIF proceeds from the CDBG funded projects can be used to provide funding for these other urban renewal projects provided that they are included within the urban renewal project plan area.

**Cost:**

The City must commit a local match equal to 20% - 25% to qualify for this grant. Due to limited local funds staff is recommending a 20% match or approximately \$101,400. As discussed above, by the City Council reaching an agreement with DURA it is possible for DURA to reimburse the City of Delta for local match expenses.

**Alignment with Strategic Planning:**

Applying for these funds is in alignment with several core priorities of the City including, but not limited to: maintaining financial stability, Delta pride, and keeping and improving the quality of life in Delta. The City's Mission is to *Preserve and enhance our community through collaborative efforts providing services that improve the quality of life*. Working with DOLA and DURA on these urban renewal project(s) is in alignment with the City's Mission. The City's Vision: *Destination Delta: An All-America City in the heart of western Colorado with community spirit and abundant natural resources that fosters responsible economic growth and prosperity to create an attractive and vibrant rural community for residents, business owners and visitors of all ages*. The proposed urban renewal projects are in alignment with the City's Vision.

**Actions to be Taken if Approved:**

Following completion of a public hearing for the Community Development Block Grant to provide funding for blight remediation staff will notify owners of properties identified as being of interest for acquisition and then the City Council will need to approve the required documents for funding. The City Council will need to provide funding in the 2017 City of Delta Budget as local match. The City Council will need to meet with DURA to discuss if the proposed urban renewal activities can be part of DURA's project plans and if DURA will provide reimbursement to the City for urban renewal expenses.



October 4, 2016

TO: Mayor and City Councilmembers

FROM: David Torgler, City Manager

RE: Workshop discussion of updated Vision Statement and Strategic Plan document and consideration to adopt Resolution #8 Amending and Approving the City of Delta's Vision Statement

**Recommendation:**

Staff is recommending that the City Council consider adoption of an updated Vision Statement and acceptance of the Strategic Plan document, the Strategic Map and the Action Plan Details.

**Background:**

At an August 10 – 11, 2016 Strategic Planning retreat the City Council met with senior staff, local residents and business owners in a facilitated environment to review the City's vision and determine a strategic plan to move the City towards that vision during the next three years. During that meeting the participants recommended updating the City's Vision Statement, and that the City Council consider adopting a Strategic Plan to achieve specific goals during the next three years to follow-up their vision with actions.

Facilitator Sheryl Trent did prepare documents detailing the results of that meeting, including the updated Vision Statement and action plan. Ms. Trent reviewed draft documents with meeting participants and incorporated their feedback into updated final documents that are presented for adoption. The three final documents are:

- 1) The Strategic Plan document - this is the 10+- page document that will function as the City's Strategic Plan.
- 2) The Strategic Map – this is the one page document to hang on the wall, post on the website, and otherwise use as a PR tool
- 3) The Action Plan Details.

The Strategic Plan was discussed at a workshop on September 20<sup>th</sup> and City Councilmembers did identify specific changes which have been made to the current Plan document. Sheryl Trent

will be present at the October 4<sup>th</sup> workshop and City Council meeting to present the documents and address any questions that the City Council may have.

**Cost:**

The cost to implement the Strategic Plan will be dependent on each of the component parts and will be presented to the City Council in the future for funding consideration and project approval.

**Alignment with Strategic Planning:**

This is an update to the City's Vision Statement and Strategic Plan.

**Actions to be Taken if Approved:**

Upon approval of Resolution #8, 2016 by the City Council, and approval of a Motion adopting the Strategic Plan, documents will be updated as necessary to reflect these changes and updates.

Resolution #8, 2016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DELTA,  
COLORADO, AMENDING AND APPROVING THE CITY OF DELTA VISION  
STATEMENT

WHEREAS, during the August 2016 strategic planning retreat the City Council, Executive Staff and invited citizens recognized that the City of Delta's vision statement needed to be updated and revised to reflect their collective vision for the City of Delta; and

WHEREAS, the City Council desires a comprehensive vision statement that portrays current and future directions for the City of Delta; and

WHEREAS, the City Council, Executive Staff and invited citizens crafted the vision statement in an effort to outline the mission and future vision for the City of Delta.

THEREFORE, BE IT RESOLVED that the City Council of the City of Delta, Colorado hereby adopts the following updated vision statement:

*Destination Delta: An All-America City in the heart of western Colorado with community spirit and abundant natural resources that fosters responsible economic growth and prosperity to create an attractive and vibrant rural community for residents, business owners and visitors of all ages.*

**ADOPTED** this 20<sup>th</sup> day of September, 2016, by the Delta City Council.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk



# Strategic Plan 2016 - 2018

## Letter from the City Manager

It is my pleasure to present the 2016 - 2018 City of Delta Strategic Plan. This plan reflects the input of engaged citizens, community and business partners, Mayor and Council Members, and City staff. The effort represents the first economic development strategic plan in our City's history.

The City of Delta began the strategic planning process in the spring of 2016. The City's mission, vision, and priorities provide the foundation for the plan's two key outcome areas: the Hotel and Conference Center and the River Activation Project. We developed the strategic objectives in each area through extensive analysis of citizen needs and desires, local and national trends, and information provided by experts within the City organization.

The Strategic Plan is a tool that clearly articulates City priorities to the Delta community and will direct the development of the 2017-2018 City of Delta Budget. I want to convey my appreciation to the citizens who provided their time and input to the process, the Mayor and Council for their leadership, and City staff for their hard work and commitment to Delta.

Sincerely,

**David Torgler**  
*City Manager*



## INTRODUCTION TO DELTA

The City of Delta is a full service municipal organization operating under a home rule, Council-Manager form of government. The **City of Delta** is the county seat and the most populous municipality of Delta County, Colorado with a population of approximately 9,000. The United States Forest Service headquarters of the Grand Mesa, Gunnison, and Uncompahgre National Forests are located in Delta. Delta was built as a trading post for the Ute people and early settlers. Fort Uncompahgre was built in 1828.

The town was named because of its location on the delta where the Uncompahgre River flows into the Gunnison River. The town was incorporated in 1882.

Montrose Regional Airport, located 21 miles (34 km) south of Delta, is the closest airport served by scheduled airlines.

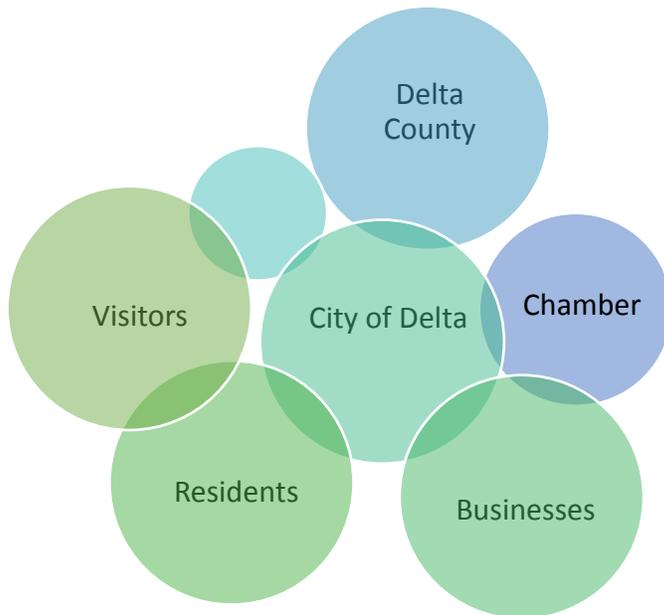
### Major highways

-  U.S. Highway 50 runs east-west, crossing 12 states and linking Sacramento, California, with Ocean City, Maryland. In Colorado, it passes through Delta as Main Street and connects the city to Montrose, Grand Junction and Pueblo.
-  State Highway 65 is a 61-mile (98 km) stretch that runs north from State Highway 92 east of Delta, over the Grand Mesa, to Interstate 70 near Palisade.
-  State Highway 92 begins in Delta, at the intersection of Main Street and First Street, and continues eastward through the towns of Hotchkiss and Crawford. The highway crosses the Gunnison River at Blue Mesa Reservoir with a southern terminus at US Highway 50 at the town of Sapinero.

The City provides a full range of services including:

Administration  
Animal Control  
Community Development  
Golf  
Parks  
Police  
Public Works  
Recreation  
Utilities – Water, Sewer, Electric





## PROCESS FOR CREATING THE STRATEGIC PLAN

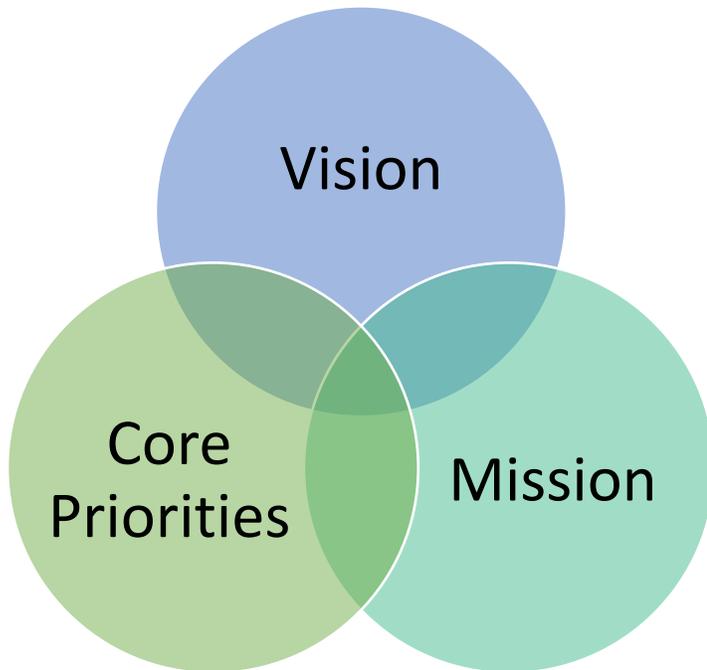
The Strategic Plan process used by the City of Delta included several steps. To begin, there was the REDI grant that allowed Delta County, with the City of Delta, to study economic development in the area. A copy of that information can be found [here](#) on the website. Better Cities, the consultant for the economic development study, concluded that there were two main areas for the City of Delta to focus: a Hotel and Convention Center and a River Restoration Project. By moving forward with these two projects, the City of Delta would be able to capture one key component that is currently missing: tourism and the influx of spending that goes with it. At the present time, Highway 50 conducts significant out of town and out of area traffic right through Delta, and those visitors have no reason to stop and spend money. The downtown area of Delta is very well designed and has stores and places for people to stop and purchase items, and there are opportunities to offer visitors a chance to stay and visit the area for several days including attracting a brand name hotel as well as expanding an building upon recreational opportunities.

In order to spend some time thinking critically about those two economic development opportunities, the City of Delta spent two days in a retreat setting. The team involved the Council, City Staff, members of the public and business communities, and economic development partners such as the Chamber. A 5 step process was used to create specific Action Steps that would need to happen for the projects to be successful and supported.

# Strategic Planning Process

	<p><b>Perspective and Trends</b></p> <p>We cover the history and background of economic development, including Mission, Vision, and Values. An in-depth discussion about turning point and agreement on definitions lays the foundation for forward momentum and success.</p>
	<p><b>Brainstorming and Focus</b></p> <p>The 4 Critical Questions and 3 Vision Questions cover “Where are we now?” and “Where are we going?” so that the stakeholders can create a Long List of Opportunities and Challenges.</p>
	<p><b>GPS (Goals, Projects and Strategies)</b></p> <p>This is the heart of the Plan. From the Long List we establish Core Priorities and our future direction. Goals: (The <u>Why</u>), Projects: (The <u>What</u>) and Strategies: (The How). SWOT and SMART are both applied during this step.</p>
	<p><b>Measurable Actions</b></p> <p>No amount of planning is valuable without actions. We recommend 90 Day Actions that are led by goals, guided by strategy, and that accomplish projects. Focus and Accountability are driven by a Leader and Team for the action, a Completion Date, and a Measurement/Evaluation.</p>
	<p><b>Celebrate, Evaluate and Report</b></p> <p>Finally, Celebrate Success! This step encourages a thoughtful and thorough review of the Action Plan every 90 days. The group reviews Lessons Learned, identifies Trends or New Issues, determines Next Steps, and Reports Out on accomplishments.</p>

## Vision, Mission & Values



### **Vision** Destination

Delta: An All-America City in the heart of western Colorado with community spirit and abundant natural resources that fosters responsible economic growth and prosperity to create an attractive and vibrant rural community for residents, business owners and visitors of all ages.

**Mission** Preserve and enhance our community through collaborative efforts providing services that improve quality of life.

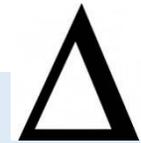
# Core Priorities

**Core Priority:** Maintain Financial Stability 

 **Core Priority:** Marketing

**Core Priority:** Destination Delta 

**Core Priority:** Business and Builder Friendly 

 **Core Priority:** Delta Pride

**Core Priority:** Young People and Jobs 

 **Core Priority:** Keep and Improve the Quality of Life



More details on the Core Priorities can be found in the notes from the Strategic Plan retreat.

At the conclusion of a very informative, well debated two days of discussion, the team created some key points that would have to be addressed in order to move forward with the projects. In summary, those key points included:

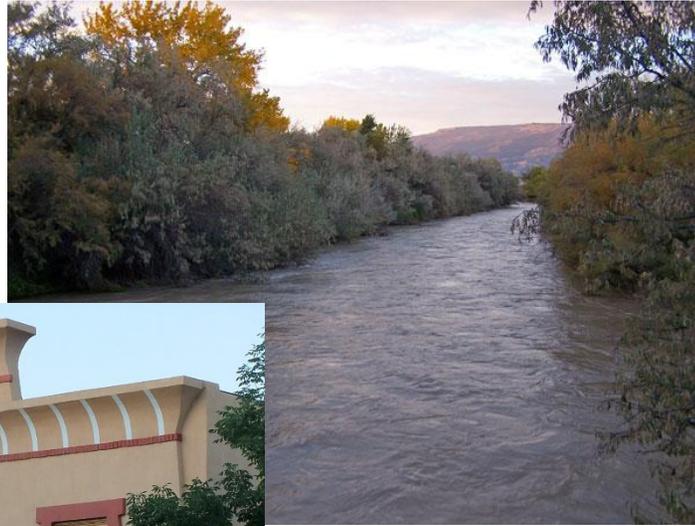
- 1) Proof of long term financial sustainability and return on investment for the City
- 2) Ability to maintain current operations and maintenance needs of the City
- 3) Prioritization in the coming budget cycles to ensure funding of the wide range of City services and operations. The golf course was a specific discussion and the City Council committed to ongoing funding for the golf course subject to the annual budget review and approval process
- 4) There **MUST** be community support for the project, perhaps formalized through a ballot measure.

- 5) Regular and ongoing communication (with the Council, staff and residents) is required for success.
- 6) A private partner, as well as other funding mechanisms and sources, are critical to the project moving forward.
- 7) The projects must both fulfill the City’s Mission and the long term Vision of the City of Delta.

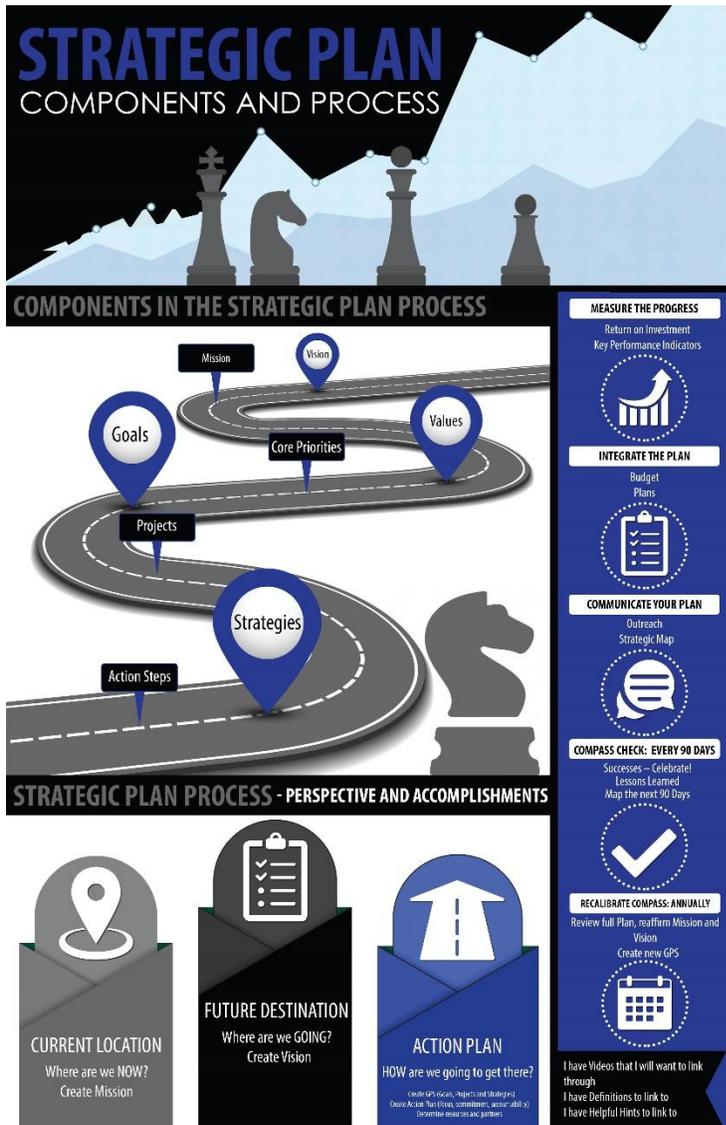


## City of Delta Strategic Plan Implementation Chart

Vision and Mission	Core Priorities	Economic Development Area	Action Step	
<p><b>Vision:</b> Destination Delta: An All-America City in the heart of western Colorado with community spirit and abundant natural resources that fosters responsible economic growth and prosperity to create an attractive and vibrant rural community for residents, business owners and visitors of all ages.</p> <p><b>Mission:</b> Preserve and enhance our community through collaborative efforts providing services that improve quality of life.</p>	<p>Financial Stability </p> <p>Marketing </p> <p>Destination Delta </p> <p> Mar</p> <p> Delta</p> <p> Business and Builder Friendly</p> <p> Delta Pride!</p> <p> Young People and Jobs</p> <p>Keep and Improve the Quality of Life</p>	<p>Hotel and Conference Center</p>	<p>Secure Funding</p> <p>Ballot Issues</p> <p>Work with partners</p> <p>Legal Support</p> <p>Communication</p> <p>Capital Projects</p>	
			<p>River Activation</p>	<p>Communication Plan</p> <p>Budget Prioritization</p>
				<p>Phasing of Capital Improvements</p>



# Action Step Details



A key part of the Strategic Plan is the implementation. The Action Steps create focus through specific details, commitment from the leaders and team assigned to complete the step, and accountability through dates and measurable outcomes. Each Action Step completes a critical piece of the process, and not only ties directly back to each Core Priority, but also realizes the Mission and Vision of the City of Delta.

# Hotel and Conference Center Project

Core Priority	Action Step	Details	Who?	By When?
	Secure funding	Work with public and private funding partners	David and team	Ongoing
	Discussion of ballot issue regarding funding	See below	Mayor and City Council	Ballot of April, 2018
	Work with DCED and Better City	Refining the #'s, property owner discussions, presenting to Council and community	Glen	Ongoing
	Work with attorney to get TIF agreements signed	Review URA law, give update at reality check meetings	David	February, 2017
	Communication work session	Tuesday work session	David	Mid-September, 2016
	4 month reality check meeting	2 hours, an update, to build enthusiasm	David and team	November, 2016
	6 month reality check meeting	2 – 4 hours	David and team	February, 2017
	Trail piece under the bridge	Have applied for grant, will hear more in September, possible	Wilma	Construction in 2018



		award in November, could hire a contractor in June, may be constructed in 2018		
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## River Activation Project

Core Priority	Action Step	Details	Who?	By When?
	Communication Plan		David and Wilma	November, 2016
	Prioritization in the budget	In 2017 cycle, see details below	David, Team and Council	Ongoing, must happen for 2017, so starts NOW
	Phasing of the River Restoration Project (working with the Parks Master Plan)	Must decide about the river projects and budget	Wilma	September, 2017 Parks Master Plan completed in late 2018
	Set expectations of timing and cost for the public	Make them clear	Wilma and team	Ongoing
	Ballot Question Discussion	Combined with Hotel Action Plan	Mayor and City Council	April, 2018
	4 month update	Combined with Hotel	David and team	



		Action Plan		
	6 month update	Combined with Hotel Action Plan	David and Team	

# City of Delta Strategic Map

Preserve and enhance our community through collaborative efforts providing services that improve quality of life.

Mission Statement

Vision Statement

Destination Delta: An All-America City in the heart of western Colorado with community spirit and abundant natural resources that fosters responsible economic growth and prosperity to create an attractive and vibrant rural community for residents, business owners and visitors of all ages.



**Priority:** Maintain Financial Stability

**Core Priority:** Market



**Core Priority:** Destination Delta

**Core Priority:** Business and Builder Frier



**Core Priority:** Delta Pride

**Core Priority:** Keep and Improve the Quality of Life



# MEMO

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To: City Council  
From: Steve Glammeyer, Utilities/Public Works Director  
Date: October 4, 2016  
Subject: Repair of Centrifuge at Wastewater Treatment Plant -  
Additional Costs



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*Utilities Department*

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**Recommendation:** Staff is recommending that Council allow staff to increase the contract with Dairy Specialists West/Nutrifuge to repair the centrifuge unit at the WWTP for an additional, not to exceed amount, of \$23,455.00.

**Background:** Staff originally received Council approval to contract with Dairy Specialists West/Nutrifuge to repair the centrifuge unit at the WWTP for the amount of \$39,650 (see attached memo). The good news is that we are saving approximately \$3,000 from the original estimate to repair the rotating assembly once the contractor was able to open up the unit for inspection. However, several things have occurred that have increased the amount of that repair since the original approval in August.

The contractor estimated the repair of the motor (rotodiff) to include an exchange for an old obsolete unit that was in stock assuming the internal components running the motor were in working order. Once the contractor was able to open the unit and inspect the motor, it was determined that the components that run the motor are not working properly and are causing intermittent overheating of the unit. Those internal parts and old type motor are now obsolete (this unit was installed originally in 2005). Therefore, we are now required to install a newer motor and internal parts causing an increase in cost from \$15,500 to \$34,500 or a total increase of \$19,000. We have also seen an increase in the original amount estimated for shipping in order to get the unit out and back as quick as possible. This unit is critical to our operations and we need it as quick as we can get it. We hope to shave some of this cost as we get the unit shipped back.

Additionally, there was a massive failure of the crane and trolley system originally installed to remove the unit for repair (see photo attached). As you can see from the photo, the trolley I-beam failed as we were preparing to move the unit out of the building to load for transport. The unit hit hard onto the concrete driveway. This required that we have the entire unit inspected for additional damages which cost us \$2,650.00. During that inspection, it was determined that the main motor suffered bearing damage due to this fall and required repairs cost \$886.00. Staff is seeking a claim with CIRSA and possible restitution from the original design engineers for the additional repairs. Staff will also need to have a new crane and trolley system designed in order to move the unit in and out for repairs in the future.

Each of these repairs are itemized on the attached report and quote and photos.

The further good news is that we do have unspent monies available to pay for the additional costs. Staff originally budgeted \$200,000 for two projects at the plant, the centrifuge repair and the grit chamber system rebuild. We originally estimated the centrifuge repair to cost \$50,000 and the grit chamber to cost \$150,000. We are in design on the grit chamber but we are not going to begin the rebuild until 2017. Therefore, we have the additional \$13,105 dollars (\$50,000-\$39,650-\$23,455) to spend and we will not see a need for a supplemental appropriations at the end of the year.

This equipment is very specialized and originally cost \$195,000.00. This is the first repair we have had to make since original installation. As pointed out in the first repair approval memo, we will make sure to have the unit inspected every 5 years to avoid major repairs we are experiencing this time around.

**Cost:**

Total cost of repairs now at \$63,105.00 (an additional cost not to exceed \$23,455.00)

**Alignment With Strategic Planning:**

This unit is critical to the operations of the plant.

**Actions To Be Taken if Approved:**

Staff will contact Dairy Specialists West/Nutrifuge to finish the necessary repairs.

### Repair Inspection Report and Quote

<b>Customer:</b>	City of Delta	<b>Centrifuge Mfr.</b>	Centrisys
<b>Street</b>	360 Main Street	<b>Model No.</b>	CS14-4
<b>City State Zip</b>	Delta, CO 81416	<b>Serial No.</b>	
<b>Contact:</b>	Andy Mitchell	<b>Rotodiff Model No.</b>	5070 S 36F
<b>Office Phone:</b>	970-874-7566	<b>Rotodiff Serial No.</b>	61003
<b>Cell Phone:</b>		<b>Hydraulic Pump Model No.</b>	
<b>E-Mail:</b>	andy@cityofdelta.net	<b>Hydraulic Pump Serial No.</b>	
<b>CC:</b>		<b>Job No.</b>	11194-01
<b>Date:</b>	9/16/2016	<b>P.O. No.</b>	tba

**Description:** CS14-4 rotating assembly, 5070S rotodiff in frame and CVC.

**Scope:** Inspect and repair, replace Rotodiff, Check for damage as machine was dropped from crane.

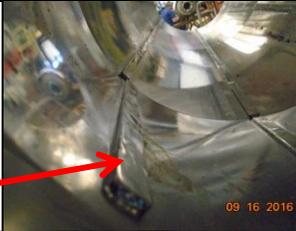
### QUOTE

<b>1</b>	<b><i>Repair of Rotating Assembly</i></b>	<b><i>\$ 17,569.00</i></b>
<b>2</b>	<b><i>Rotodiff repair</i></b>	<b><i>\$ Not repairable, obsolete see upgrade option</i></b>
<b>3</b>	<b><i>Repair of main motor (bearing damage)</i></b>	<b><i>\$ \$ 886.00</i></b>
<b>4</b>	<b><i>Check entire unit for damage (crane drop)</i></b>	<b><i>\$ 2,650.00</i></b>
<b>5</b>	<b><i>Shipping (rush shipping to us, slow return?)</i></b>	<b><i>\$ 7500 estimated</i></b>
<b>6</b>	<b><i>Option1 refurbished Rotodiff, new pump unit</i></b>	<b><i>\$ 34,500.00</i></b>
<b>7</b>	<b><i>Option 2 new Rotodiff and pump unit</i></b>	<b><i>\$ 48,940.00</i></b>
	<b><i>TOTAL w/ Opt 1</i></b>	<b><i>\$ 63,105.00</i></b>
	<b><i>TOTAL w/ Opt 2</i></b>	<b><i>\$ 77,545.00</i></b>

**Prices do not include labor on site to install pump unit, conduit or piping for cooling water. Can be accomplished by site personnel with our assistance relatively easily.**

The old Rotodiff is obsolete and certain needed parts are no longer obtainable.  
 The machine was dropped when a crane/l-beam failed during loading.  
 Repair cost includes complete crack-check and inspection for damage and motor repair.

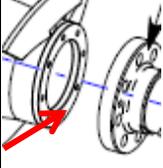
	Item/Condition	Recommended Action	Action	Notes	Picture Control & scroll to enlarge pic
	Bowl	Balance <input checked="" type="checkbox"/> Replace all bearings & seals <input checked="" type="checkbox"/>	Balance <input type="checkbox"/> Replace all bearings & seals <input type="checkbox"/>		
1.	<b>Bowl Center Section Inner Surface</b> No damage <input type="checkbox"/> Normal wear <input checked="" type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input type="checkbox"/> Restore to specification <input type="checkbox"/> Blast for cleanup <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Wear bead <input type="checkbox"/> Replace ___ ceramic tiles <input type="checkbox"/> Weld repair <input type="checkbox"/>	No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Blast for cleanup <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Wear bead <input type="checkbox"/> Replace ___ ceramic tiles <input type="checkbox"/> Weld repair <input type="checkbox"/>	<b>Inner Surface Polished, Recommend Garnet Blast to aid in solids transportation</b>	
2.	<b>Bowl Center Section Outer Surface</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Baffle groove damage <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Restore to specification <input type="checkbox"/> Blast for cleanup <input type="checkbox"/> Repair <input type="checkbox"/> Weld repair <input type="checkbox"/>	No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Blast for cleanup <input type="checkbox"/> Repair <input type="checkbox"/> Weld repair <input type="checkbox"/>	Crackcheck performed	
3.	<b>Bowl Center Section 3ph Oil Nozzles</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input type="checkbox"/> Repair ___ nozzle holes <input type="checkbox"/> Replace ___ nozzles <input type="checkbox"/>	No action <input type="checkbox"/> <input type="checkbox"/> Repair ___ nozzle holes <input type="checkbox"/> Replace ___ nozzles <input type="checkbox"/>	<b>NA</b>	
4.	<b>Bowl Center Section Wear Strips</b> No damage <input type="checkbox"/> Normal wear <input checked="" type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Missing <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Replace ___ strips <input type="checkbox"/> Weld repair <input type="checkbox"/> Add strips <input type="checkbox"/>	No action <input type="checkbox"/> Repair <input type="checkbox"/> Replace ___ strips <input type="checkbox"/> Weld repair <input type="checkbox"/> Add strips <input type="checkbox"/>		
5.	<b>Bowl Conical Inner Surface</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input type="checkbox"/> Blast for cleanup <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Wear bead <input type="checkbox"/> Replace ___ ceramic tiles <input type="checkbox"/> Weld repair <input type="checkbox"/>	No action-rush repair <input type="checkbox"/> Blast for cleanup <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Wear bead <input type="checkbox"/> Replace ___ ceramic tiles <input type="checkbox"/> Weld repair <input type="checkbox"/>	<b>Inner Surface Polished, Recommend Garnet Blast</b>	
6.	<b>Bowl Conical Outer Surface</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Blast for cleanup <input type="checkbox"/> Repair <input type="checkbox"/> Weld repair <input type="checkbox"/>	No action <input type="checkbox"/> Blast for cleanup <input type="checkbox"/> Repair <input type="checkbox"/> Weld repair <input type="checkbox"/>	Crackcheck performed	

	Item/Condition	Recommended Action	Action	Notes	Picture Control & scroll to enlarge pic
7.	<b>Bowl Conical Section</b> <b>Wear Strips</b> No damage <input type="checkbox"/> Normal wear <input checked="" type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Missing <input type="checkbox"/>	No action necessary Repair ___ strips Replace ___ strips Weld repair Add strips	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Repair ___ strips <input type="checkbox"/> Replace ___ strips <input type="checkbox"/> Weld repair <input type="checkbox"/> Add strips		
8.	<b>Bowl Conical</b> <b>Discharge Nozzles</b> No damage <input type="checkbox"/> Normal wear <input checked="" type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Missing <input type="checkbox"/> Broken <input type="checkbox"/>	No action necessary Rotate ___ nozzles Repair ___ nozzles Replace ___ nozzles	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Rotate ___ nozzles <input type="checkbox"/> Repair ___ nozzles <input type="checkbox"/> Replace ___ nozzles	Add hard weld protection	
9.	<b>Bowl Discharge Nozzle</b> <b>Openings</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input checked="" type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary Repair Machine Weld repair	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Repair <input type="checkbox"/> Machine <input type="checkbox"/> Weld repair	<b>Same Area, all four openings</b>	
10.	<b>Solid End Headwall</b> <b>Internal Fits</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind Weld repair	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair	Crackcheck performed	
11.	<b>Solid End Headwall</b> <b>External Fits</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary Restore to specification Machine Chrome and grind Weld repair	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair		
12.	<b>Solid End Headwall Main</b> <b>Bearing Fit</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary Restore to specification Machine Chrome and grind Weld repair	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair		

	Item/Condition	Recommended Action	Action	Notes	Picture Control & scroll to enlarge pic
13.	<b>Solid End Headwall</b> <b>Needle Bearing Fit OR</b> <b>Idler Shaft Fit (internal) OR</b> <b>Solid End Headwall</b> <b>Inner Race, Retainer and</b> <b>Seal Ledge Fits (internal)</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary Restore to specification Machine Chrome and grind Weld repair Polish	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input checked="" type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair <input type="checkbox"/> Polish	<b>S/E headwall lacks</b> <b>Purge Port,</b> <b>Recommend adding</b>	
14.	<b>Solid End Headwall</b> <b>Pulley Fits (external)</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary Restore to specification Machine Chrome and grind Weld repair	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair		
15.	<b>Main Bearing Cover Plate</b> <b>Solid End Assembly</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input checked="" type="checkbox"/> Severe wear <input checked="" type="checkbox"/> Broken <input type="checkbox"/> Missing <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary Repair Replace Weld repair Paint	<input type="checkbox"/> No action <input checked="" type="checkbox"/> Repair <input checked="" type="checkbox"/> Replace <input type="checkbox"/> Weld repair <input checked="" type="checkbox"/> Paint	<b>Polish to clean-up if</b> <b>possible. Otherwise</b> <b>repair or replace.</b>	
16.	<b>Liquid End Headwall Fits</b> <b>(Internal)</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary Restore to specification Machine Chrome and grind Weld repair	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair	Crackcheck performed	
17.	<b>Liquid End Headwall Fits</b> <b>(External)</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary Restore to specification Machine Chrome and grind Weld repair	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair		

	Item/Condition	Recommended Action	Action	Notes	Picture Control & scroll to enlarge pic
18.	<b>Liquid End Headwall Main Bearing Fit (External)</b> No damage <input checked="" type="checkbox"/> Machine Normal wear <input type="checkbox"/> Chrome and grind Minor wear <input type="checkbox"/> Weld repair Severe wear <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair <input type="checkbox"/>	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair		
19.	<b>Liquid End Headwall Thrust Bearing Fit (Internal)</b> No damage <input checked="" type="checkbox"/> Machine Normal wear <input type="checkbox"/> Chrome and grind Minor wear <input type="checkbox"/> Weld repair Severe wear <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair <input type="checkbox"/>	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair		
20.	<b>Liquid End Headwall Carrier Fits (External)</b> No damage <input checked="" type="checkbox"/> Machine Normal wear <input type="checkbox"/> Chrome and grind Minor wear <input type="checkbox"/> Weld repair Severe wear <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair <input type="checkbox"/>	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Machine <input type="checkbox"/> Chrome and grind <input type="checkbox"/> Weld repair		
21.	<b>Scroll Retaining Plate</b> No damage <input checked="" type="checkbox"/> Repair Normal wear <input type="checkbox"/> Replace Minor wear <input type="checkbox"/> Weld repair Severe wear <input type="checkbox"/> Damaged <input type="checkbox"/> Missing <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Weld repair <input type="checkbox"/>	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Weld repair		
22.	<b>Thrust Bearing Ret. Plate</b> No damage <input type="checkbox"/> Repair Normal wear <input type="checkbox"/> Replace Minor wear <input checked="" type="checkbox"/> Weld repair Severe wear <input type="checkbox"/> Machine Damaged <input type="checkbox"/> Missing <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Weld repair <input type="checkbox"/> Machine <input type="checkbox"/>	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Weld repair <input type="checkbox"/> Machine		



	Item/Condition	Recommended Action	Action	Notes	Picture Control & scroll to enlarge pic	
30.	<b>Scroll Pre-Chamber</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Solids build up <input checked="" type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Clean <input type="checkbox"/> Repair	<input checked="" type="checkbox"/> No action <input checked="" type="checkbox"/> Clean <input type="checkbox"/> Repair	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Heavy solids buildup	
31.	<b>Scroll Feed Chamber</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Solids build up <input type="checkbox"/>	No action necessary <input type="checkbox"/> Clean <input type="checkbox"/> Repair <input type="checkbox"/> Weld and grind repair <input type="checkbox"/> Replace Tiles <input type="checkbox"/> Repair Wear Protection	<input type="checkbox"/> No action <input type="checkbox"/> Clean <input type="checkbox"/> Repair <input type="checkbox"/> Weld and grind repair <input type="checkbox"/> Replace Tiles <input type="checkbox"/> Repair Wear Protection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Repair wear and add wear protection	
32.	<b>Scroll Solid End Idler Shaft</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input checked="" type="checkbox"/> Damaged <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary <input type="checkbox"/> Repair <input type="checkbox"/> Replace	<input type="checkbox"/> No action <input type="checkbox"/> Repair <input checked="" type="checkbox"/> Replace	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Worn	
33.	<b>Scroll Solid End Fits Or Idler Shaft Fits (Internal)</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Damaged <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary Restore to specification <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Machine and sleeve <input type="checkbox"/> Polish	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Repair <input type="checkbox"/> Machine and sleeve <input type="checkbox"/> Polish	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
34.	<b>Scroll Liquid End Thrust Bearing Fits (Internal)</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Damaged <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary Restore to specification <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Machine and sleeve	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Repair <input type="checkbox"/> Machine and sleeve	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

	Item/Condition	Recommended Action	Action	Notes	Picture Control & scroll to enlarge pic
35.	<b>Pulley</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input checked="" type="checkbox"/> Severe wear <input type="checkbox"/> Damaged <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Restore to specification <input type="checkbox"/> Repair <input type="checkbox"/> Machine and sleeve <input type="checkbox"/> Replace <input type="checkbox"/> Paint <input type="checkbox"/>	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Repair <input type="checkbox"/> Machine and sleeve <input type="checkbox"/> Replace <input type="checkbox"/> Paint		
36.	<b>Carrier</b> <b>6 Holes</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Damaged <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input checked="" type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Restore to specification <input type="checkbox"/> Repair <input type="checkbox"/> Machine and sleeve <input type="checkbox"/> Replace <input type="checkbox"/> Paint <input type="checkbox"/>	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Repair <input type="checkbox"/> Machine and sleeve <input type="checkbox"/> Replace <input type="checkbox"/> Paint	Oversized, no action.	
37.	<b>Solid End Pillow block</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Damaged <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Restore to specification <input type="checkbox"/> Repair <input type="checkbox"/> Machine and sleeve <input type="checkbox"/> Replace <input type="checkbox"/> Paint <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Repair <input type="checkbox"/> Machine and sleeve <input type="checkbox"/> Replace <input checked="" type="checkbox"/> Paint		
38.	<b>Liquid End Pillow block</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Damaged <input type="checkbox"/> Runout <input type="checkbox"/> Undersized (Dimensional) <input type="checkbox"/> Oversized (Dimensional) <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Restore to specification <input type="checkbox"/> Repair <input type="checkbox"/> Machine and sleeve <input type="checkbox"/> Replace <input type="checkbox"/> Paint <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Restore to specification <input type="checkbox"/> Repair <input type="checkbox"/> Machine and sleeve <input type="checkbox"/> Replace <input checked="" type="checkbox"/> Paint		
39.	<b>Spline Shaft</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/>	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Repair <input type="checkbox"/> Replace		

	Item/Condition	Recommended Action	Action	Notes	Picture Control & scroll to enlarge pic
40.	<b>Feed Pipe</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Replace	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Repair <input type="checkbox"/> Replace		
41.	<b>Feed Pipe Bracket</b> No damage <input checked="" type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Paint	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input checked="" type="checkbox"/> Paint		
42.	<b>Rotodiff</b> Leak test passed <input type="checkbox"/> Leak test failed <input type="checkbox"/> Contamination <input type="checkbox"/> Metal flakes in oil <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input checked="" type="checkbox"/>	No action necessary <input type="checkbox"/> Leak & pressure tested <input type="checkbox"/> Dismantle and clean <input type="checkbox"/> Bearings & seals replaced <input type="checkbox"/> Replace ___ proximity sensors <input type="checkbox"/> Replace ___ sensor brackets <input checked="" type="checkbox"/> Paint	<input type="checkbox"/> No action <input type="checkbox"/> Leak & pressure tested <input type="checkbox"/> Bearings & seals replaced <input type="checkbox"/> Replace ___ proximity sensors <input type="checkbox"/> Replace ___ sensor brackets <input type="checkbox"/> Paint	<input type="checkbox"/> Retrofit current backdrive configuration. <input type="checkbox"/> Overheating issue not repairable.	
43.	<b>Retrofit to 1071SF Rotodiff</b>				Replace Rotodiff with 1071SF-R SN 50528 
<p><b>NOTE:</b>            Very high operating temperature, pressure and especially contamination will adversely affect Rotodiff life expectancy. In severe conditions, increase oil change and filter interval to 2500-3000hrs.            When oil filter vase has metallic particles in it and plugs frequently, DO NOT continue to run Rotodiff.            Send Rotodiff in for inspection! Recommended Rotodiff inspection intervals are 15000 hours under normal operating conditions.            If a badly worn Rotodiff is continuously run despite a plugged filter, a catastrophic failure can result and parts of the Rotodiff can be drawn in by the pump unit or plug up the suction strainer, if equipped, and cause the pump to fail as well.            ALWAYS CLEAN THE TANK, REPLACE ALL FILTERS AND STRAINERS AND FLUSH THE HOSES WITH CLEAN OIL BEFORE STARTING THE UNIT AFTER A REPAIRED OR NEW ROTODIFF IS INSTALLED.            THEN REPLACE FILTER AGAIN AFTER 200 HOURS.</p>					
44.	<b>Sensors</b> Bearing temp sensors <input type="checkbox"/> Vibration sensor <input type="checkbox"/> Cables and wiring <input type="checkbox"/> Vibe switch <input type="checkbox"/> J-Box <input type="checkbox"/>	No action necessary <input type="checkbox"/> Replace "X" bearing temp sensors <input type="checkbox"/> Replace vibration sensor <input type="checkbox"/> Cables and wiring <input type="checkbox"/> Vibe switch <input type="checkbox"/> J-Box	<input type="checkbox"/> No action <input type="checkbox"/> Replace ___ bearing temp sensors <input type="checkbox"/> Replace vibration sensor <input type="checkbox"/> Cables and wiring <input type="checkbox"/> Vibe switch <input type="checkbox"/> J-Box		

	Item/Condition	Recommended Action	Action	Notes	Picture Control & scroll to enlarge pic
45.	<b>Tankless Hydraulic Unit</b> Test Passed <input type="checkbox"/> Test Failed <input type="checkbox"/> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input type="checkbox"/> Clean <input type="checkbox"/> Replace filter <input type="checkbox"/> Replace suction strainer <input type="checkbox"/> Replace hoses <input type="checkbox"/> Paint <input type="checkbox"/>	No action <input type="checkbox"/> Clean <input type="checkbox"/> Replace filter <input type="checkbox"/> Replace suction strainer <input type="checkbox"/> Replace hoses <input type="checkbox"/> Paint <input type="checkbox"/>	See comments above	
46.	<b>Hydraulic Unit Oil Filter and Expansion Boot</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/>	No action <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/>	Oil Filter expansion boot leaking.	
47.	<b>Hydraulic Pump Control Block</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/>	No action <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/>	Thermostatic valve damaged	
48.	<b>Hydraulic Pump Additional Parts</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input type="checkbox"/> Replace pressure transducer <input type="checkbox"/> Replace pressure relief valve <input type="checkbox"/> Replace _____ <input type="checkbox"/> Replace _____ <input type="checkbox"/>	No action <input type="checkbox"/> Replace pressure transducer <input type="checkbox"/> Replace pressure relief valve <input type="checkbox"/> Replace _____ <input type="checkbox"/> Replace _____ <input type="checkbox"/>		
49.	<b>Frame</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Threads damaged <input type="checkbox"/> Bearing mounting pads damaged <input type="checkbox"/>	No action necessary <input type="checkbox"/> Repair <input type="checkbox"/> Blast <input type="checkbox"/> Paint <input type="checkbox"/> Replace bearing mounting pads <input type="checkbox"/> <input type="checkbox"/> Weld repair	No action <input type="checkbox"/> Repair <input type="checkbox"/> Blast <input type="checkbox"/> Paint <input type="checkbox"/> Replace bearing mounting pads <input type="checkbox"/> <input type="checkbox"/> Weld repair		
50.	<b>Housing</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Cracks <input type="checkbox"/> Struvite buildup <input type="checkbox"/>	No action necessary <input type="checkbox"/> Clean <input type="checkbox"/> Repair <input type="checkbox"/> Blast <input type="checkbox"/> Weld repair <input type="checkbox"/>	No action <input type="checkbox"/> Clean <input type="checkbox"/> Repair <input type="checkbox"/> Blast <input type="checkbox"/> Weld repair <input type="checkbox"/>		

	Item/Condition	Recommended Action	Action	Notes	Picture Control & scroll to enlarge pic
51.	<b>Housing Baffles</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Cracks <input type="checkbox"/> Struvite buildup <input type="checkbox"/>	No action necessary <input type="checkbox"/> Clean <input type="checkbox"/> Weld repair ___ baffles <input type="checkbox"/>	<input type="checkbox"/> No action <input type="checkbox"/> Clean <input type="checkbox"/> Weld repair ___ baffles	<input type="checkbox"/> Baffle bent.	
52.	<b>Cover</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/> Cracks <input type="checkbox"/> Struvite buildup <input type="checkbox"/>	No action necessary <input type="checkbox"/> Clean <input type="checkbox"/> Weld repair cover <input type="checkbox"/>	<input type="checkbox"/> No action <input type="checkbox"/> Clean <input type="checkbox"/> Weld repair cover		
53.	<b>Cover Baffles</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input checked="" type="checkbox"/> Severe wear <input type="checkbox"/> Cracks <input type="checkbox"/> Struvite buildup <input type="checkbox"/>	No action necessary <input type="checkbox"/> Clean <input type="checkbox"/> Weld repair ___ baffles <input type="checkbox"/>	<input type="checkbox"/> No action <input type="checkbox"/> Clean <input type="checkbox"/> Weld repair ___ baffles	<input type="checkbox"/> Grind edges	
54.	<b>Cover Hinges</b> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input type="checkbox"/> Repair <input type="checkbox"/> Replace ___ hinges <input type="checkbox"/>	<input checked="" type="checkbox"/> No action <input type="checkbox"/> Repair <input type="checkbox"/> Replace ___ hinges	<input checked="" type="checkbox"/>	
55.	<b>Lubrication system</b> Grease-Lincoln <input checked="" type="checkbox"/> Air/Oil-Bijur <input type="checkbox"/> Air/Oil-SKF <input type="checkbox"/> No damage <input type="checkbox"/> Normal wear <input type="checkbox"/> Minor wear <input type="checkbox"/> Severe wear <input type="checkbox"/>	No action necessary <input type="checkbox"/> <input checked="" type="checkbox"/> Purge grease lines <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Replace ___ hose <input type="checkbox"/> Replace ___ fittings <input type="checkbox"/> Replace filters <input type="checkbox"/> Replace streak sensors Replace mixing block Replace reservoir tank Replace pump/controller Replace pressure regulator	<input type="checkbox"/> No action <input type="checkbox"/> Purge grease lines <input type="checkbox"/> Test only Replace Replace ___ hose Replace ___ fittings <input type="checkbox"/> Replace filters <input type="checkbox"/> Replace streak sensors <input type="checkbox"/> Replace mixing block <input type="checkbox"/> Replace reservoir tank <input type="checkbox"/> Replace pump/controller <input type="checkbox"/> Replace pressure regulator		

	Item/Condition	Recommended Action	Action	Notes	Picture Control & scroll to enlarge pic
56.	<b>Sensors</b> Bearing temp sensors Vibration sensor Cables and wiring Vibe switch J-Box	<input type="checkbox"/> No action necessary <input type="checkbox"/> Replace "X" bearing temp sensors <input type="checkbox"/> <input type="checkbox"/> Replace vibration sensor <input type="checkbox"/> Cables and wiring <input type="checkbox"/> Vibe switch <input type="checkbox"/> J-Box	<input checked="" type="checkbox"/> No action Replace ___ bearing temp sensors <input type="checkbox"/> Replace vibration sensor <input type="checkbox"/> Cables and wiring <input type="checkbox"/> Vibe switch <input type="checkbox"/> J-Box		
57.	<b>Main drive motor</b> No damage Normal wear Minor wear Severe wear	<input type="checkbox"/> No action necessary <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Replace bearings <input checked="" type="checkbox"/> Paint	<input type="checkbox"/> No action <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input checked="" type="checkbox"/> Replace bearings <input type="checkbox"/> Paint	Damaged bearings, crack check, replace hardware	
58.	<b>Belts</b>	<input checked="" type="checkbox"/> Replace ___Belts	<input type="checkbox"/> Replace ___Belts	12362 x3 Replace	
59.	<b>Vibration isolators</b> <b>Name plate</b> <b>Conduit</b> <b>Solids chute</b>	<input checked="" type="checkbox"/> Replace <input type="checkbox"/> Replace <input type="checkbox"/> Replace <input type="checkbox"/> Replace	<input type="checkbox"/> Replace <input type="checkbox"/> Replace <input type="checkbox"/> Replace <input type="checkbox"/> Replace		 
60.	<b>CVC</b> No damage Damaged	<input type="checkbox"/> No action necessary <input type="checkbox"/> Repair <input type="checkbox"/> Replace	<input type="checkbox"/> No action <input type="checkbox"/> Repair <input type="checkbox"/> Replace	Test and reprogram for retrofit.	

# MEMO

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To: City Council  
From: Steve Glammeyer, Utilities/Public Works Director  
Date: August 2, 2016  
Subject: Repair of Centrifuge at Wastewater Treatment Plant



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*Utilities Department*

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**Recommendation:** Staff is recommending that Council allow staff to contract with Dairy Specialists West/Nutrifuge to repair the centrifuge unit at the WWTP for \$39,650.00.

**Background:** Staff budgeted money to repair the centrifuge unit at the WWTP in the 2016 budget. The unit was originally installed in 2005 and has not had any repair or maintenance since that initial installation. Staff has received two bids for the necessary major repairs. Bids were received from Dairy Specialists West/Nutrifuge in the amount of \$39,650.00 and from Centrisys in the amount of \$47,650.00. (See attached) The budget for the repair was is \$50,000. While this item is budgeted and within the budgeted amount, purchasing regulations require approval from City Council for items costing over \$20,000. That is why this is before you tonight.

Going forward, staff will budget for preventative maintenance to occur every 5 years, as recommended by the manufacturer, to try and avoid the cost of major repairs.

**Cost:**  
\$39,650.00

**Alignment With Strategic Planning:**  
This unit is critical to the operations of the plant.

**Actions To Be Taken if Approved:**  
Staff will contract with Dairy Specialists West/Nutrifuge to perform the necessary repairs.





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360 Main St. • Delta, Colorado 81416 • Phone (970) 874-7566 • Fax (970) 874-8776

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September 20, 2016

TO: Mayor and City Councilmembers

FROM: Matt Hirschinger, Administrative Intern

RE: City of Delta Youth Council

**Recommendation:** Staff recommends that City Council comes to a concurrence with a plan to move forward with establishing a City of Delta Youth Council, using the feedback from Council to help guide the steps necessary to create a Resolution to recognize and implement a Youth Council.

**Background:** At a Council Meeting in the summer, Ms. Hannah Owens provided a citizen comment recommending the establishment of a Youth Council. Following the Mayor and City Council's direction staff worked with Ms. Owens, other interested youth from Delta High School and Montrose Youth Council Coordinator Tina Woodrum to research the potential benefits, costs, and obstacles to determine the feasibility of a Youth Council in the City of Delta. This work included a meeting with the Delta youth, a meeting with Tina Woodrum, attending a Montrose Youth Council meeting, as well as multiple correspondences with the involved individuals.

After reviewing the City of Montrose Youth Council, the goals and interests of the Delta youth, and the staff interest, a Youth Council in Delta is feasible and could be of a benefit to the City. In order for a Youth Council to be successful and beneficial, staff time and operating materials will be needed, as well as gradually building the program over the course of a few years before the City can expect to get the most out of a Youth Council. At this time, additional support is needed to help organize a Youth Council to ensure its sustainability, with a school faculty member as the most likely option. A Youth Council will also need to be revised as time goes on to reflect both the needs of the youth, and needs of the City.

At the Strategic Planning Retreat that selected citizens, Council, and Senior Staff attended in August, one of the priorities established was "young people and jobs". Furthermore, a revised Vision Statement was proposed with one of the changes being the addition to include "all ages"

with the intention of recognizing both the youth and senior populations in Delta. A Youth Council will be a positive step in implementing the updated Vision Statement.

**Goals:** The overall goal for the Youth Council is to improve the City of Delta. This can be accomplished by having the Youth Council help inform and advise the City on matters pertaining to youth, by having the Youth Council complete initiatives and projects on behalf of the city, and to train and engage young citizens in local government and local issues.

An established Youth Council will hold its members to the same standards and ethics of City Council. It will adhere to the Open Records Act, follow the same rules of procedures, will be expected to meet twice a month, and in addition its members will be encouraged to attend at least one City Council meeting once a month to learn how policy makers at the local government level perform. After the first year, Youth Council membership will be determined through a competitive application process (to be developed by the Youth Council and recommended to the City Council).

#### First Year Goals

- Pass a resolution recognizing a Youth Council in the City of Delta – City Council.
- Propose at least one youth initiative to be pursued at the first City Council Meeting in April, 2017 – Youth Council.
- Establish rules of order, elect a chair, and develop goals for the Youth Council for subsequent years.

#### Second Year Goals

- Propose a formal, competitive application process for appointment to the City Council.
- Completion of at least two youth initiatives by May, 2018

#### Third Year Goals

- If the Youth Council proves to be a benefit to the City of Delta, and there is still youth interest, consider adoption of the Youth Council into the City Code.

**Options:** There are a number of aspects of a Youth Council that still need to be determined.

#### **A. Council involvement:**

In the City of Montrose, there is one City Council liaison, currently the Mayor, who attends all Youth Council meetings. The Montrose City Council also reaches out and communicates to their Youth Council all upcoming issues and proposals that may affect young people. These are examples of how the Delta City Council can be involved in a successful Youth Council.

The Delta City Council has the discretion on how involved it wishes to be whether all Councilmembers are involved, one representative, or another method.

**B. Number of Youth Council members:**

A normal City Council has five, seven, or nine members. The Montrose Youth Council has 11 members. This is a number that can be increased or decreased in subsequent years as needed. Currently we are looking into how many youth are interested as well as are willing to commit to the time and effort of a Youth Council. Direction should be given by the City Council regarding the size of the Youth Council so that it can be included in the proposed Resolution to be adopted establishing a Youth Council.

**C. School involvement:**

Administrative Intern Matt Hirschinger's contract with the City of Delta expires at the end of 2016. City staff members who have volunteered to help Matt lead and continue developing a Youth Council have requested additional support to help ensure the Youth Council's success and sustainability through consistent mentoring. Staff recommendation is to include faculty at the school as part of the mentoring. Having a dedicated faculty member will most likely require an official school club to be formed. Another option would be to work with the existing Student Body Council to begin with in lieu of establishing a Youth Council.

**D. Operating Costs: \$500**

According to Tina Woodrum, the cost of a Youth Council is very dependent on the City. For example, Montrose provides a scholarship to its members, which at this point the City of Delta will not provide. The Montrose Youth Council budget is further dependent on the number of Youth Council projects, and what types of projects the City assigns responsibility to the Youth Council for completing.

For the first year, a \$500 operational budget will help account for printing, paper, and will help cover the expenses associated with one youth initiative such as a survey or ordinance.

**E. Dedication of City Staff Time:**

120 hours Annually (Approximately 5.8% of a 40 hour work week)

Tina Woodrum estimated the time fulfilling her responsibility as the Youth Council Coordinator at ten hours per month on average. These hours are not consistent every month, with fewer hours over the summer months, and more hours during project implementation usually between January and March. Although for the first year, there will be fewer projects for a Youth Council Coordinator to manage, but staff time may be offset by the time commitment to help build the foundation for future years.

Additional staff time may be required if City staff give tours of City operations to the Youth Council, or use the expertise of specific departments to help train and educate the Youth Council.

**Actions to be taken:**

- Review resources on creating a Youth Council including documents from Montrose, and Hasbro's "Game Changers" guide.
- Determine Youth Council size, members and establish roles.
- Allocate \$500 in the 2017 Budget for Youth Council costs.
- Work with the school to determine their participation.
- Develop rules and expectations including meeting times, responsibilities, and lines of communication among all involved stakeholders.
- Prepare an orientation packet to include information on the Youth Council, define the role of local government, and introduce members to the local issues in Delta.
- Create a resolution establishing a Youth Council for City Council approval, in accordance to Article II Section 2.9.11 in the Code.

RESOLUTION #9, 2016

**A RESOLUTION OF THE DELTA CITY COUNCIL ESTABLISHING A YOUTH COUNCIL.**

WHEREAS, the City Council of the City of Delta supports a Youth Council; and

WHEREAS, the City supports the allocation of up to 120 hours of staff time to support a Youth Council; and

WHEREAS, other cities in Colorado have recognized the need for youth councils in their community and have established youth councils;

WHEREAS, a Youth Council will benefit the City of Delta and its residents by advising the City on matters relating to youth, complete annual projects on matters relating to youth, and will help increase overall community involvement and awareness of local government;

WHEREAS the City Council recognizes that the youth of the community are a valuable asset to the community and will be the future leaders of the City of Delta; and

WHEREAS a Youth Council will prepare the youth of Delta for the future by teaching responsibility, leadership, hard work, service, parliamentary procedure and communication.

NOW, THEREFORE, be it hereby resolved by the City of Delta City Council as follows:

**Section 1. Creation of the City of Delta Youth Council.** The City of Delta Youth Council is hereby established with the following guidelines:

1. City Council shall appoint eleven members of the Youth Council annually on the second Council Meeting in September each year.
2. City Council shall appoint a Council liaison annually to attend Youth Council meetings, and assist the Youth Council with youth initiatives and leadership training.
3. The Youth Council shall appoint from its members a Chair and Vice Chair.
4. All Youth Council positions will be reappointed each year.
5. The City will request that the Delta High School Principal appoint a faculty member to participate in and assist staff with organizing the Youth Council.
6. The Youth Council shall determine a bi-monthly meeting time and place to hold Youth Council meetings, will develop policies and procedures that the Youth Council members will abide by, and establish roles and responsibilities by individual members by December 2016.
7. The Youth Council shall propose its first youth initiative by February 2017, and will propose youth initiatives in subsequent years by the second meeting in January annually.

8. Youth Council members shall be encouraged to attend at least one City Council meeting every month in order to learn how local government works; to be engaged and to become effective as community leaders.

**Section 2. Effective Date.** This resolution shall take effect immediately upon passage.

**ADOPTED** this 4<sup>th</sup> day of October, 2016, by the Delta City Council.

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Mayor

**ATTEST:**

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City Clerk

# MEMO

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To: Mayor and City Council  
From: Jolene Nelson, CMC, City Clerk  
Date: October 4, 2016  
Subject: Delta Area Chamber of Commerce Street Closure;  
Parade of Lights



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*Office of the City Clerk*

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**Recommendation:**

It is recommended that the Council approve the Delta Area Chamber of Commerce's application for street closure permit.

**Background:**

The Delta Area Chamber of Commerce is requesting the following street closure for the Parade of Lights for November 26, 2016. The application is for Main Street to be closed from 4:00pm to 8:00pm. The Parade of Lights is being moved up one week from last year. The event will be on the Saturday after Thanksgiving.

**Cost:**

There is no cost to the City to approve the permits.

**Alignment With Strategic Planning:**

The Delta Municipal Code section 12.10-030 states: "the City Council may grant a special permit for the temporary use or occupation of a street, alley or other public property for civic events, parades, special sales or other events of a public or quasi-public nature."

**Actions To Be Taken if Approved:**

The Mayor will sign the special permits and the Clerk will notify the Chamber of the approval.

**City of Delta Special Permit for Temporary Closure  
Or Occupation of Public Right of Way (R.O.W.)**

Date of Application: 9/23/2016

PLEASE PRINT OR TYPE

**Event Information:**

Date & Specific Time of Event:

Saturday, November 26: 4:00 pm - 8:00 pm

Location(s) of Event: Main St.

Name and Description of Event: Kick-off to Christmas

**Applicant:**

Name of Organization, Group, or Individual: Delta Area Chamber of Commerce

Authorized Contact Person: Darnell Plau-Use

Mailing Address: 301 Main St., Delta, CO 81416

E-Mail Address: director@delta.colorado.org

Phone Number: (Day) 970 874 8616 (Evening) \_\_\_\_\_

Special Equipment Needs (power, water etc.):

Plu

The following items have been received by the City of Delta:

- Application Fee of \$ 25.00
- Deposit of \$ 500.00 to be refunded no more than five (5) business days after the permitted event if the Right of Way (R.O.W.) closure area and adjoining property is made clean and litter free by applicant within 24 hours of the event.
- Proof of Special Event Insurance (\$1 million event liability policy).

**Conditions For Use**

1. Sales of food, beverage, and merchandise are not allowed without prior approval of the City.
2. A permit must be issued by the City of Delta Police Department for Beer and Wines to be sold and consumed on designated City property. If alcoholic beverages are to be distributed or sold, applicable State and Local Licenses must be obtained and approval from the City is required to obtain such permits. Permits are not available for distilled Liquor. Exact location of area proposed for sales and consumption of beer and/or wine during subject special event:

City of Delta Special Permit continued

Any authorized City of Delta representative may terminate the event at any time for any good cause and applicant must then immediately vacate. No refund will be given in such event.

**R.O.W. Closure Regulations:**

- No R.O.W. closure may occur in conjunction with any Special Events Liquor License, unless permission is granted by the City Council.
- No R.O.W. may be closed more than ten hours.
- Application must be submitted at least 30 days in advance of event.
- Event must conclude by 11:00 p.m.
- R.O.W. and adjoining walkway, etc. must be cleaned after event by applicant.

Date of R.O.W. Closure: 11-26-16  
 Start Time of Closure: 4:00 Ending Time of Closure: 8:00

Describe R.O.W. area to be closed:  
Main St. for community event & Christmas parade

**Barricades, cones and signs needed:**

Barricades: ✓ Signs: ✓ Cones: ✓  
 Time and Date for Delivery: \_\_\_\_\_  
 Time and Date for Pickup: \_\_\_\_\_

**Parade Regulations:**

- Application must be submitted at least 60 days in advance of event.
- Each parade must organize and stage on 9<sup>th</sup> Street from Grand Avenue to Main Street with additional staging area on Main Street from 9<sup>th</sup> Street to 11<sup>th</sup> Street on the East side. The parade must then travel North on Main Street to 4<sup>th</sup> Street, turning off of Main Street, East onto 4<sup>th</sup> Street.
- Throwing candy and other items from moving vehicles is prohibited.

I understand that the City of Delta has no liability and provides no insurance for the protection of the applicant or event spectators. The applicant agrees to save and hold harmless the City and its employees from any and all claims and demands arising out of the use of the permitted areas and will defend any cause of action brought to enforce any such claims or demands against the City and/or its Employees.

Dele Plu Van 9-19-16  
 Signature of Applicant or Representative Date

\*\*\*\*\*

The foregoing application for a special permit is hereby granted, subject to all terms, conditions and regulations previously stated and subject to all other applicable City Code regulations.

\_\_\_\_\_  
 Mayor of the City of Delta Date

Ordinance #8, 2016

AN ORDINANCE OF THE CITY OF DELTA, COLORADO,  
AMENDING SECTION 17.04.240 OF THE DELTA  
MUNICIPAL CODE

WHEREAS, the Delta City Council encourages the installation and use of broadband infrastructure to benefit the technological needs of citizens and businesses in Delta; and

WHEREAS, the City Council desires to update the Delta Municipal Code to address broadband and other new technology with respect to utility regulations.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DELTA, COLORADO, as follows:

**Section 1.** The foregoing recitals are incorporated herein as findings of the City Council.

**Section 2.** Section 17.04.240 of the Delta Municipal Code ("Supplemental Regulations") is hereby amended as follows:

Subsection E ("Telecommunication antenna and tower regulations") is recodified as Subsection G but otherwise remains unchanged.

Subsection F ("Adult care facilities") is recodified as Subsection H but otherwise remains unchanged.

The following provisions are adopted as new Subsections E and F:

E. Utilities, and Broadband Infrastructure Owners or Service Providers

1. All public utilities, utilities and broadband infrastructure owners or service providers, unless otherwise governed by, and provided for in a franchise agreement, shall comply with the following regulations and requirements:

a. Permits are required for any work on public property and must be obtained prior to installation or construction of any facilities.

b. If the proposed facilities are intended to be aboveground, the applicant must comply with and obtain a pole attachment agreement prior to installation or construction, unless otherwise permitted pursuant to

subsection F of this Section 17.04.240. The facilities applicant must utilize any existing City owned poles, as allowed by the pole attachment agreement, and will not be allowed to install any new poles to avoid the use of City owned poles. In the event that the City is unable to make use of an existing owned utility pole, the applicant will be required to underground the proposed facilities. If the proposed facilities cannot, by the nature of their intended use, be located underground, an applicant may seek approval for a new pole pursuant to subsection F below.

c. Any installation and construction of facilities of public utilities, utilities and broadband infrastructure owners or service providers must also comply with the applicable provisions of Chapters 13, 15 and 16 of this Municipal Code.

F. New Poles and Similar Structures within Rights-of-Way

1. A new freestanding pole or similar structure may be permitted within a public Right-of-Way, subject to the applicable provisions of Section 17.04.240, and subject to the following criteria:

a. The applicant demonstrates that it is not technically feasible or otherwise permitted to located the facilities on a City owned pole.

b. The pole or similar structure is not more than ten feet higher (as measured from the ground to the top of the pole) than any existing utility or traffic signal within 400 feet of the pole or structure.

c. Any such pole shall in no case be higher than 35 feet.

d. Any such pole shall be separated from any other pole, accessory equipment or similar structure in the Right-of-Way by a distance of at least 400 feet.

e. Collocations are strongly encouraged and the number of poles within the Right-of-Way should be limited as much as possible.

f. Equipment enclosures shall be located underground or otherwise out of view as much as possible.

**Section 3. Severability.** Each section of this Ordinance is an independent section and a holding of any section or part thereof to be unconstitutional, void or ineffective for any cause shall not be deemed to affect the validity or

constitutionality of any other section or part thereof.

**Section 4. Safety Clause.** The City Council hereby finds, determines, and declares that this Ordinance is promulgated pursuant to the City's home rule authority and under the general police power of the City of Delta and that it is promulgated for the protection of the health, safety, and welfare of the citizens of the City of Delta. The City Council further determines that this Ordinance bears a rational relationship to the legislation proposed hereof

**Section 5. Effective Date.** This Ordinance shall become effective thirty (30) days after final publication as provided in City Charter and C.R.S. section 31-16-105.

ADOPTED on first reading and ordered published this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_

City Clerk

ADOPTED on second and final reading and ordered published this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_

City Clerk

Items: L, M & N

Attorney Comments



City Manager Comments



Councilmember Comments

