



COUNCIL COMMITTEE MEETING

City Hall Council Chambers, 298 W Washington
Tuesday, January 21, 2025 at 5:30 PM

AGENDA

CALL TO ORDER

PUBLIC WORKS COMMITTEE

Alan Nix, chair; Gerald Cook, Dean Parr, David Baskett

- [1.](#) Discuss Habitat for Humanity
- [2.](#) Review Annual Amendment for WWTP Operations

DEVELOPMENT SERVICES COMMITTEE

Gerald Cook, chair; LeAnn Durfey, Maddie Smith, Brandon Greenhaw

- [3.](#) Consider Proposed Revisions to the B-2, Retail and Commercial Zoning District

NOMINATIONS COMMITTEE

Maddie Smith, chair; LeAnn Durfey, Lon Reisman, Alan Nix

- [4.](#) Consider Nominations for Citizen Boards and Commissions

TOURISM AND VISITORS BUREAU COMMITTEE

LeAnn Durfey, chair; Gerald Cook, Lon Reisman, Brandon Greenhaw

- [5.](#) Consider Nomination Western Heritage Advisory Board - Ex-Officio Member

ADJOURN

Note: The Stephenville City Council may convene into Executive Session on any matter related to any of the above agenda items for a purpose, such closed session allowed under Chapter 551, Texas Government Code.

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact City Hall at 254-918-1287 within 48 hours prior to the meeting to request such assistance.



P. O. Box 505 Stephenville, Texas 76401 | 254-413-5869

December 16, 2024

City of Stephenville
% Mr. Jason King, City Manager

Dear Mr. King,

Erath County Habitat for Humanity has been blessed with a recent donation of land inside Stephenville city limits. We are in the planning stage to develop this parcel into six lots on which to build affordable housing for qualifying families, but we are struggling to fund the cost of the infrastructure this parcel requires.

Our program works as “a hand up, not hand out” in that we raise the funds and finance all the building costs for our homes. When we sell those homes to our partner families, we then carry that mortgage for 30 years with zero percent interest. Therefore, unlike a traditional homebuilder, we do not get paid back for those build costs at closing; we get it back in small monthly payments over 30 years. This means we have to keep our costs as low as possible and stretch every dollar so we can afford to build the next home.

The cost of the infrastructure on this project will exceed the cost of a home build. We are humbly asking the City of Stephenville to partner with us on the cost of water, sewer, road cost, curb, gutter, and sidewalk and other infrastructure costs so that we can use our funds to build homes.

Erath County Habitat for Humanity prides itself on being the non-profit affordable homebuilder in Stephenville, and we would love to see a partnership where the City takes the lead on the infrastructure development so we can get busy building affordable homes for six future families.

I welcome any questions you may have and thank you for your consideration.

Sincerely,

Stacy Overman Morrison
Erath County Habitat for Humanity
Volunteer Executive Director

Drew - Micah		Utilities, Paving, Sidewalk, C&G, And Lights			
Item	Description	Est. Qty.	Qty. Unit	Unit Price	Total
Section A - General					
A-01	Mobilization and Demobilization	1	LS	\$25,000.00	\$25,000.00
A-02	Force Account	1	LS	\$5,000.00	\$5,000.00
A-03	Prepare and Implement Traffic Control Plan	1	LS	\$8,000.00	\$8,000.00
A-04	Prepare and Implement SWPPP	1	LS	\$2,000.00	\$2,000.00
A-05	Temporary Project Sign	2	EA	\$1,000.00	\$2,000.00
A-06	Unclassified Excavation	1,000	CY	\$10.00	\$10,000.00
A-07	Embankment	1,000	CY	\$10.00	\$10,000.00
A-08	Materials Testing	1	LS	\$10,000.00	\$10,000.00
A-09	Erosion Control - Construction Entrance - 345LF Silt Fence	1	LS	\$3,000.00	\$3,000.00
Section A Subtotal					\$75,000.00
Section B - Demolition					
B-01	Clearing and Grubbing For Site Preparation	1	LS	\$15,000.00	\$15,000.00
Section B Subtotal					\$15,000.00
Section C - Asphalt Pavement					
C-01	3.5" HMAc (Ty-D) (PG 64-22) (115 LBS/SY/IN)	700	SY	\$70.00	\$49,000.00
C-02	12" Flexible Base (Ty-A) (Gr-4)	1,013	SY	\$48.00	\$48,624.00
C-03	6" Reinforced Concrete Pavement	0	SY	\$150.00	\$0.00
C-04	Barrier Free Ramp	2	EA	\$2,500.00	\$5,000.00
Section C Subtotal					\$102,624.00
Section D - Curb, Gutter & Sidewalk					
D-01	30" Concrete Curb & Gutter	630	LF	\$31.00	\$19,530.00
D-02	Concrete Valley Gutter		LF	\$95.00	\$0.00
D-03	6" Driveways (Concrete)	1,200	SF	\$10.00	\$12,000.00
D-04	5-FT Wide Concrete Sidewalks (4-inch)	2,600	SF	\$6.50	\$16,900.00
D-05	Curb Ramps	0	EA	\$3,450.00	\$0.00
D-06	Special Concrete Sidewalk w/ Integrated Retaining Wall (Stamped)	0	SY	\$332.00	\$0.00
D-07	Sodding and 4" Topsoil		SY	\$20.00	\$0.00
Section D Subtotal					\$48,430.00
Section E - Roadway Improvements					
E-01	Pavement Markings and Signage	1	LS	\$1,000.00	\$1,000.00
E-02	Type III Barricade	1	LS	\$5,000.00	\$5,000.00
Section E Subtotal					\$6,000.00
Section F - Water Improvements					
F-01	6-Inch Waterline (AWWA C900, Class 3, DR-18)	225	LF	\$75.00	\$16,875.00
F-02	Cast Iron Fittings	1	LS	\$2,500.00	\$2,500.00
F-02	Fire Hydrant Assembly	1	EA	\$6,500.00	\$6,500.00
F-03	6-Inch Gate Valve	3	EA	\$2,530.00	\$7,590.00
F-04	Water Line Trench Safety	225	LF	\$4.00	\$900.00
F-05	3/4-Inch Domestic Water Service	6	EA	\$1,500.00	\$9,000.00
F-06	Connect to Existing Water Line	1	EA	\$3,000.00	\$3,000.00
Section F Subtotal					\$46,365.00
Section G - Sanitary Sewer Improvements					
G-01	8-Inch SDR 35 PVC Sanitary Sewer Pipe	190	LF	\$100.00	\$19,000.00
G-02	4-FT Diameter Manhole	1	EA	\$6,000.00	\$6,000.00
G-03	4-Inch Domestic Service Connections with Double Cleanout	6	EA	\$1,500.00	\$9,000.00
G-04	Sewer Line Trench Safety	190	LF	\$4.00	\$760.00
Section H - Lighting Improvements					
G-01	Electrical Conduit, Connections and Light Pole Bases	1	LS	\$0.00	\$0.00
Section G Subtotal					\$0.00
TOTAL AMOUNT					\$293,419.00

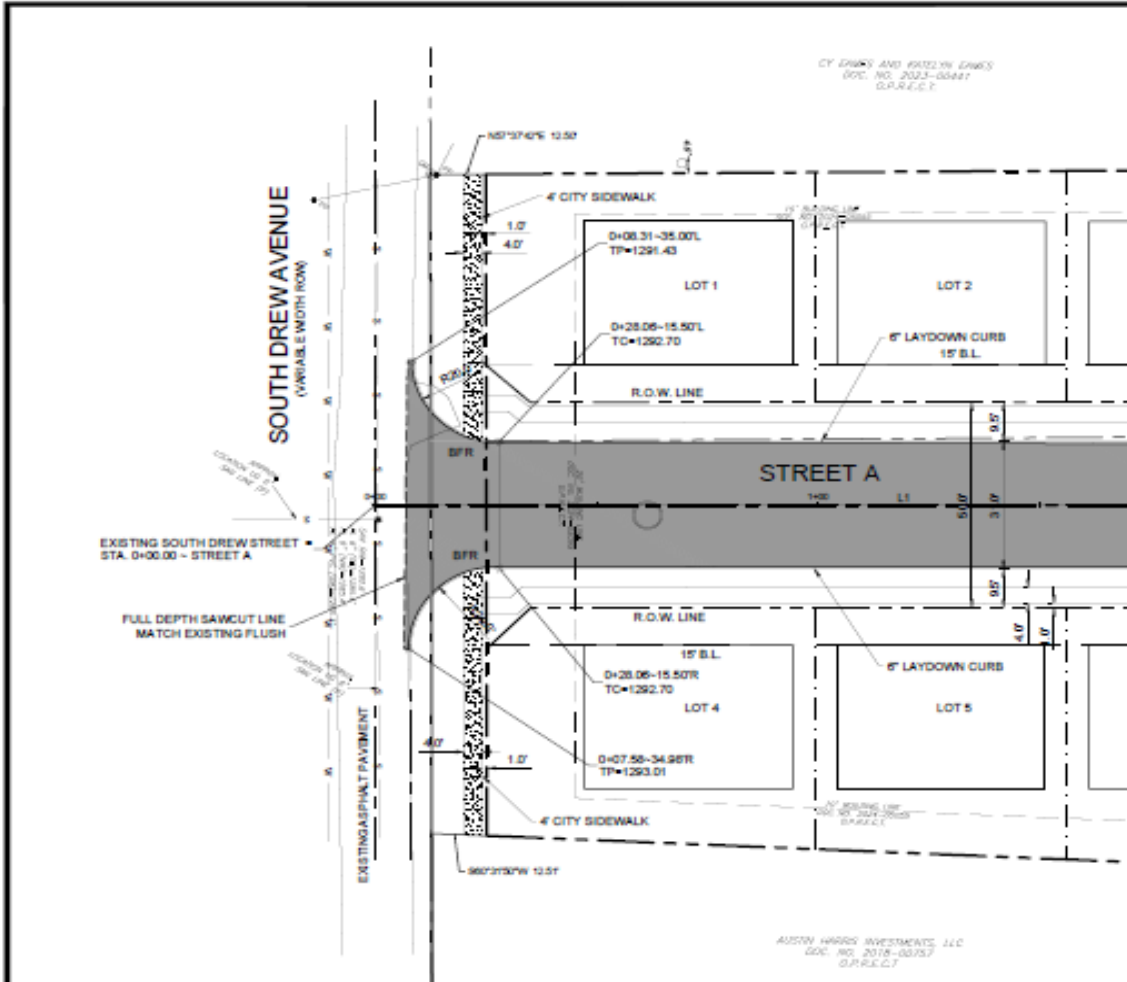
Section A - General	\$75,000.00
Section B - Demolition	\$15,000.00
Section C - Asphalt Pavement	\$102,624.00
Section D - Curb, Gutter & Sidewalk	\$6,000.00
Section E - Roadway Improvements	\$1,000.00
Section F - Water Improvements	\$46,365.00
0	\$0.00
TOTAL	\$245,989.00
CONTINGENCY (20%)	\$49,197.80
ENGINEERING (20%)	\$49,197.80
GRAND TOTAL	\$344,384.60

<u>Drew - Micah</u>		<u>Utilities, Paving, Sidewalk, C&G, And Lights</u>			
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G-02	4-FT Diameter Manhole	1	EA	\$6,000.00	\$6,000.00
G-03	4-Inch Domestic Service Connections with Double Cleanout	6	EA	\$1,500.00	\$9,000.00
G-04	Sewer Line Trench Safety	190	LF	\$4.00	\$760.00
G-05	Connection to Existing Sanitary Sewer	1	LS	\$2,500.00	\$2,500.00
Section G - Lighting Improvements					
G-01	Electrical Conduit, Connections and Light Pole Bases	1	LS	\$0.00	\$0.00
Section G Subtotal					\$0.00
TOTAL AMOUNT					\$213,419.00

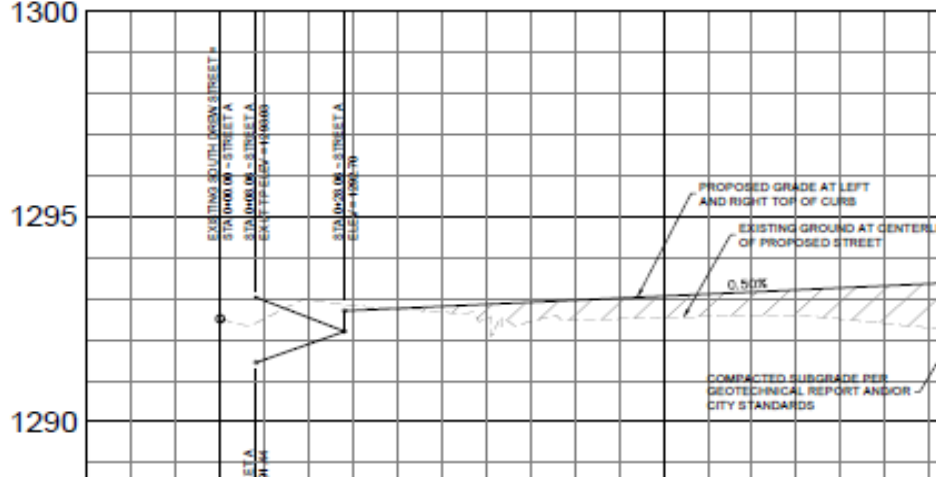
Section A - General	\$10,000.00
Section B - Demolition	\$0.00
Section C - Asphalt Pavement	\$102,624.00
Section D - Curb, Gutter & Sidewalk	\$48,430.00
Section E - Roadway Improvements	\$6,000.00
Section F - Water Improvements	\$46,365.00
TOTAL	\$213,419.00
CONTINGENCY (0%)	\$0.00
ENGINEERING (0%)	\$0.00
GRAND TOTAL	\$213,419.00

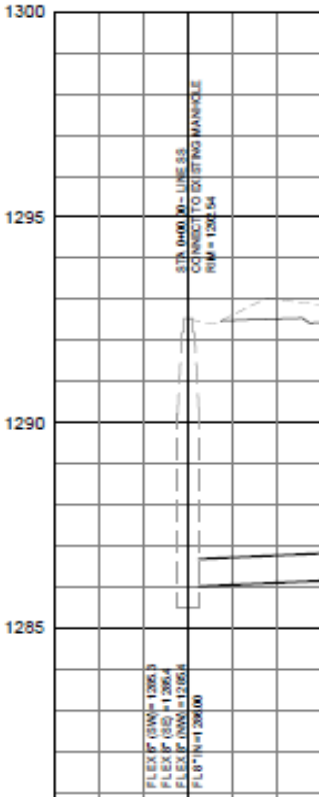
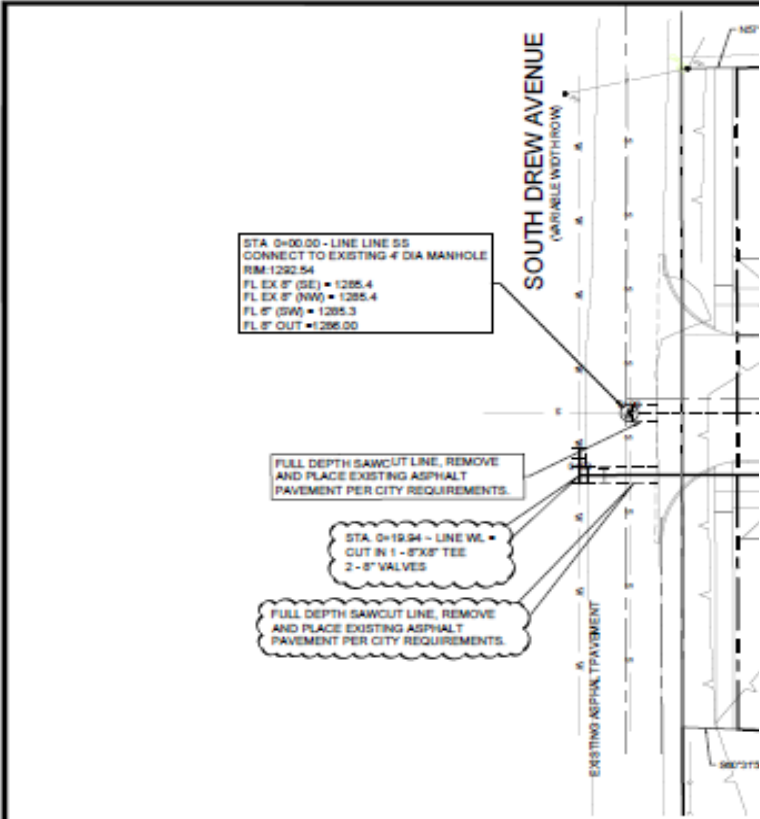
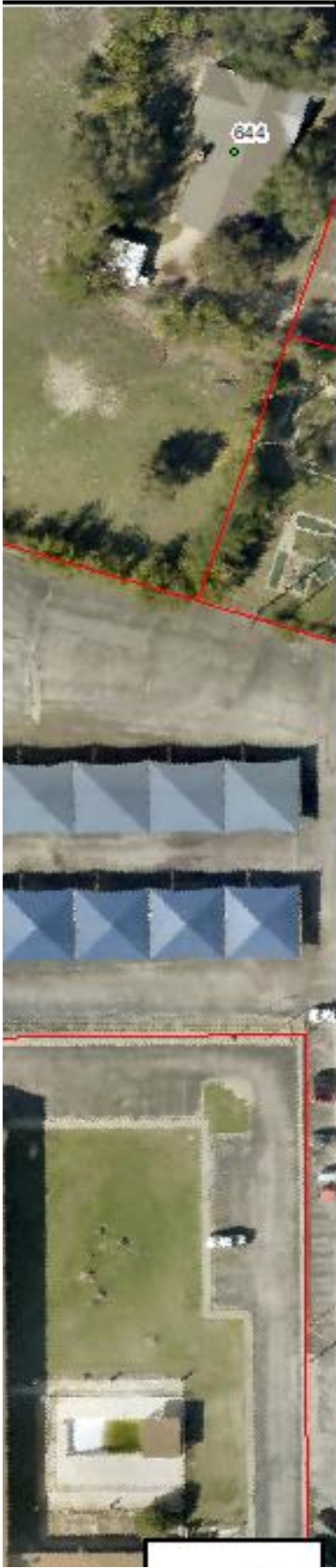


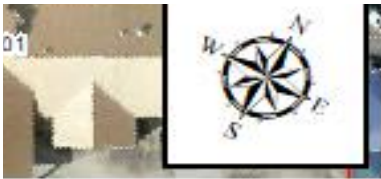
-  Hydrant
-  Manhole
-  Sewer Line



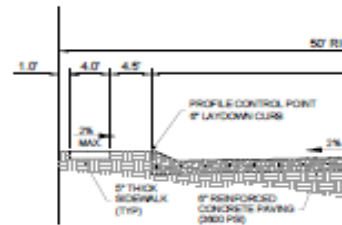
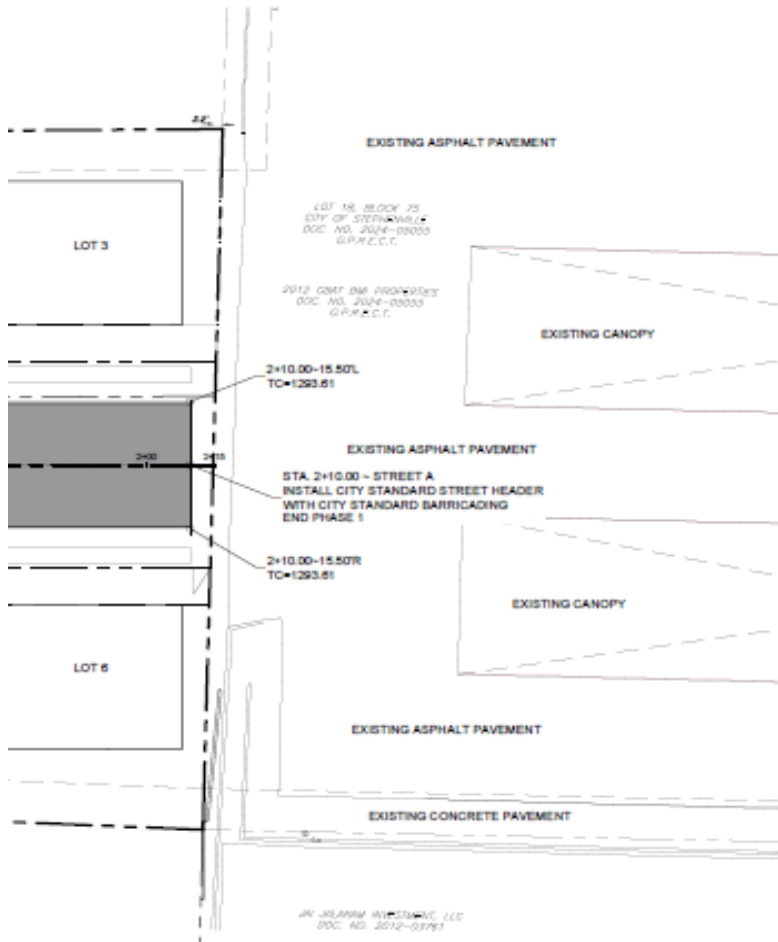
STREET A PROFILE







		SD=1202.5		TP=1202.54	
0+00					

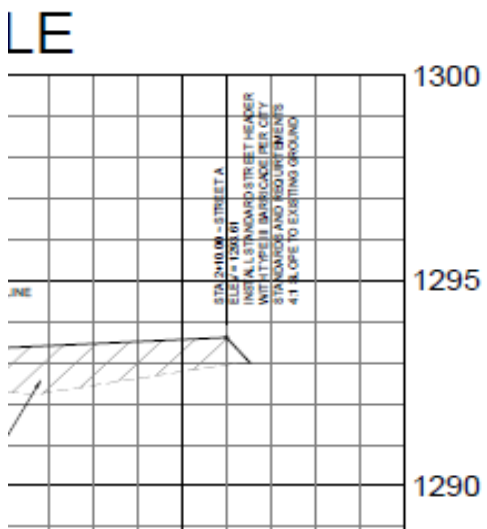


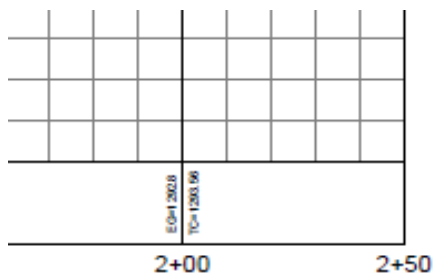
TYPICAL

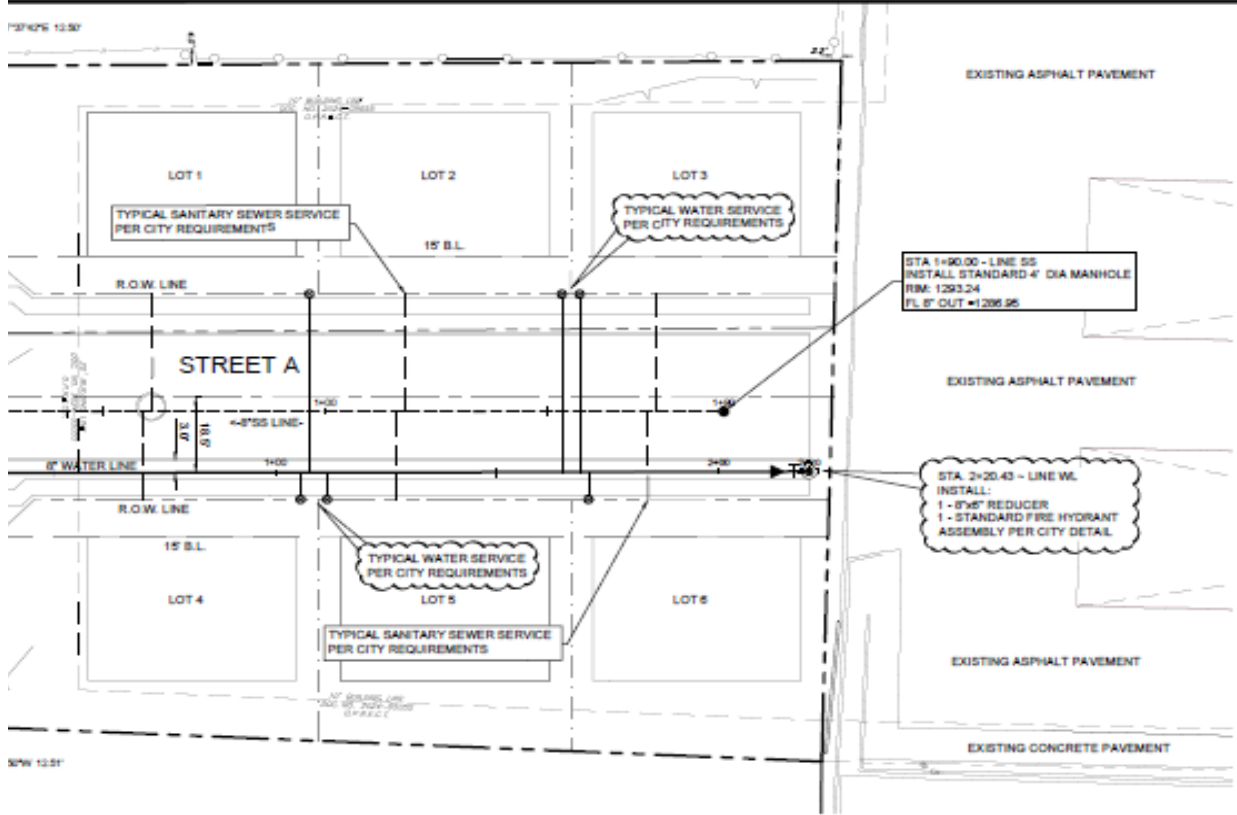


1. REFER TO SHEET C-1.1
2. ALL TRAFFIC CONTROL TUBES (PROVIDE)
3. ALL DIMENSIONS ARE CURB
4. ALL SIDEWALK SHALL BE 4' WIDE MINIMUM
5. ALL SIDEWALK IN PRO. BUDGET
6. SEE STANDARD PAVING SECTION FOR TYPICAL
7. ALL HANDICAP RAMPS PER CITY STANDARDS

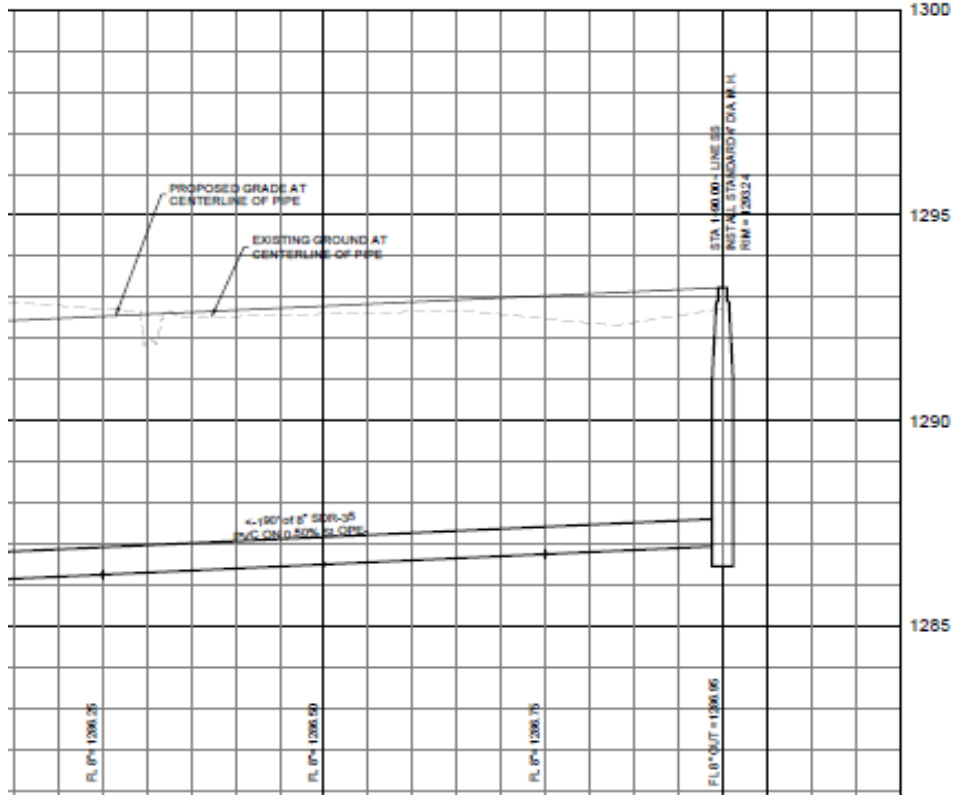
Line		
Line #	Length	Direction
L1	215.34'	N55° 07' 39.36"E







LINE SS PROFILE





GRAPHIC SCALE



1" = 100'

LEGEND

---	PROPERTY LINE
----	BASEMENT LINE
—○—	EXISTING WATER LINE
—□—	EXISTING SAN. SEWER LINE
—G—	EXISTING GAS LINE
—E—	EXISTING OVERHEAD ELECTRIC
—○—	PROPOSED SAN. SEWER LINE
—○—	PROPOSED WATER LINE

UTILITY NOTES

- EXISTING UTILITY DATA IS PROVIDED FOR INFORMATION ONLY. ALTHOUGH THIS DATA IS SHOWN AS ACCURATELY AS POSSIBLE, THE CONTRACTOR IS CAUTIONED THAT THE DEVELOPER AND THE ENGINEER NEITHER ASSURES NOR IMPLIES ANY RESPONSIBILITY FOR THE ACCURACY OF THIS DATA.
- CONTRACTOR IS TO VERIFY LOCATION AND DEPTH OF EXISTING UTILITIES PRIOR TO CONSTRUCTION, AND SHALL ASSUME RESPONSIBILITY FOR REPAIRS TO EXISTING FACILITIES DAMAGED BY CONTRACTOR'S ACTIVITIES.
- CONTRACTOR SHALL COORDINATE INSTALLATION OF UTILITIES IN SUCH A MANNER AS TO AVOID CONFLICTS AND TO ASSURE PROPER DEPTHS ARE ACHIEVED. CONTRACTOR SHALL ADHERE TO THE REQUIREMENTS OF THE CITY AND SHALL COORDINATE WITH THE CITY PRIOR TO CONNECTING TO EXISTING PUBLIC UTILITIES.
- THE CONTRACTOR SHALL, ON ALL UTILITIES COORDINATE INSPECTION AND TESTING WITH THE APPROPRIATE AUTHORITIES PRIOR TO BACKFILLING TRENCHES.
- ALL WATER AND SEWER SHALL CONFORM TO APPLICABLE CITY OF STEPHENVILLE PLUMBING CODES, TORD GUIDELINES, THE CITY OF STEPHENVILLE STANDARDS AND SPECIFICATIONS AND SHALL BE PERFORMED UNDER A PERMIT ISSUED BY THE CITY OF STEPHENVILLE.
- WHERE PROPOSED WATER LINE CROSSES A PROPOSED SANITARY SEWER LINE, CONTRACTOR SHALL CENTER ONE JOINT OF DUCTILES IRON OR CAST IRON SEWER PIPE ON THE WATER LINE AND PROVIDE A MINIMUM OF 1.5' SEPARATION BETWEEN THE LINES.
- CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING COMPACTOR TO NEW STANDARD PROCTOR IN AREAS REQUIRED AT THE BUILDING FOOTINGS FOR UTILITY SERVICE ENTRANCES.
- CONTRACTOR IS RESPONSIBLE FOR ALL PERMITS, IMPACT AND INSPECTION FEES, ANY CITY FEES AND LICENSES, AND ALL OTHER COSTS INCURRED IN THE INSTALLATION OF UTILITIES TRENCH SAFETY.
- IT SHALL BE THE RESPONSIBILITY OF THE CONSTRUCTION CONTRACTOR TO PROVIDE AND MAINTAIN A TRENCH SAFETY SYSTEM AT TRENCH DURING CONSTRUCTION ACTIVITIES. PER TEXAS HOUSE BILL 1596, THE CONTRACTOR IS DIRECTED TO BECOME KNOWLEDGEABLE AND FAMILIAR WITH THE STANDARDS ASSET BY THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION'S (OSHA) FOR TRENCH SAFETY THAT WILL BE IN EFFECT DURING THE PERIOD OF CONSTRUCTION OF THE PROJECT.

BENCHMARKS

<p>TBM-1: CUT "4" ON TOP OF CONCRETE ELEVATION=1021.847 N: 875256.288 E: 206640.471</p>
<p>TBM-2: CUT "4" IN CONCRETE ELEVATION=1026.474 N: 875277.212 E: 206674.886</p>

PLANAGAN
 Fort Worth, Texas | P: 817.704.0400 | flanagan@fl.com | TSP#E Firm No. 226790
 Contact: Renee Flanagan, P.E.

THIS SHEET IS INTENDED TO BE USED IN CONJUNCTION WITH THE PERMITS AND SHALL NOT BE SEPARATED FROM THE PLAN SET.

SOUTH DREW AVENUE ADDITION

STEPHENVILLE, TEXAS

UTILITY PLAN

No.	Date	Revision Description

PROJECT NO.: 200112306

THESE PLANS ARE ISSUED FOR THE PURPOSE OF PRELIMINARY REVIEW AND ARE NOT INTENDED FOR CONSTRUCTION, WHEN

 <p>Texas 811 Know what's below. Call before you dig. (@ least 48 hours prior to digging)</p>	<p>ISSUED IN FINAL FORM, THEY WILL BE SIGNED, SEALED, AND DATED BY:</p> <p>M. REDCE FLANAGAN, P.E. TEXAS REGISTRATION NO. 135781</p> <p>DATE: October 15, 2024</p>
	<p>SHEET NUMBER</p> <p>C-5.1</p>

Public Works Committee Meeting

STAFF REPORT



SUBJECT: Stephenville Wastewater Treatment Plant
Amendment to Agreement for Operations, Maintenance and Management Services
Jacobs/CH2M OMI Proposed Agreement Amendment for FY 2024-2025

MEETING: Public Works Committee Meeting - 21 JAN 2025

DEPARTMENT: Public Works

STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends approval of the proposed contract amendment with a 3.00% base rate increase. The proposed increase of \$21,528.00 yields an annual wastewater treatment operational cost of \$1,008,430.00 in accordance with the existing agreement.

BACKGROUND:

Provisions of the existing operations and maintenance agreement with CH2MHILL/OMI are reviewed annually. The city originally entered into an agreement with OMI in 1996 for the daily operations and maintenance of the wastewater treatment plant (WWTP). The city renewed the contract with CH2MHILL/OMI on October 7, 2014. The term of the agreement was extended to match the finance period for two backup electrical generators, which CH2MHILL/OMI agreed to finance at no cost to the city. The agreement was renewed in FY20-21 with a five-year renewal setting the existing agreement expiration on September 30, 2026.

The base fee for last fiscal year (FY23-24) was \$986,902.00 and included \$98,000 and \$162,000 for the respective rebateable items of sludge hauling and chemical usage. The base fee also included \$9,318 for the continued management of the city's state-mandated Fats, Oils, and Greases (FOG) program.

FISCAL IMPACT SUMMARY:

The FY24-25 proposal negotiates a 3.00% operational base rate increase of \$21,528.00 for a total annual operational cost of \$1,008,430.00.

The requested base rate percentage increase is a negotiated, proposed increase.

Using the contractually calculated, default adjustment, verified using the contract Base Fee Adjustment Formula in Appendix E of the executed agreement, would result in an 5.84% increase. The overall 2.84% cost savings, achieved between the contractually calculated 5.84% increase and the proposed 3.00% increase, yields \$20,379.52 in negotiated cost savings.

The amendment proposes to maintain the rebateable items for sludge hauling and bulk chemical costs at \$98,000 and \$162,000 respectively. Rebateable items are direct pass-through costs to allow the city to leverage the greater purchasing power of Jacobs/CH2M OMI.

The proposal maintains the provision for the Fats, Oils, and Greases (FOG) tracking program at the rate of \$9,318.00.

The total proposed contract amount, including base fee operations, sludge hauling, chemicals, and FOG program management is \$1,008,430.00; a \$21,528.00 or 2.18% overall increase from FY23-24.

The base fee last fiscal year was \$986,902.00. However, the approved FY24-25 budget mistakenly included a reduced amount of \$972,021.00 base fee for operations. If the amendment is approved, the \$36,409.00 increase would be offset by a reduction from the WWTP Capital budget to make up the difference in the budgeted amount and the proposed amount.

ALTERNATIVES TO PROPOSAL:

The following alternatives are offered for consideration:

1. Do not recommend approval of the contract amendment with the proposed 3.00% operational base rate increase;
2. Postpone amendment approval and renegotiate the terms of the amendment.

ADVANTAGES:

Approval of the proposed agreement amendment provides for a \$20,379.39 (2.84%) cost savings over the contractually calculated rate. Approval also provides access to global, industry expertise, and allows the city to take advantage of bulk pricing discounts for chemical usage.

DISADVANTAGES:

Approval of the proposed agreement amendment provides for a 2.18% overall increase and is \$36,409.00 over the allocated FY24-25 budget for the cost of daily operations and maintenance of the Wastewater Treatment Plant.

ATTACHMENTS:

Attached is a copy of the proposed annual agreement amendment from Jacobs/CH2M OMI for FY24-25 for the continued daily operations and maintenance of the Stephenville Wastewater Treatment Plant. Also attached are supporting calculations.

1. [WWTP Operations Amendment – Proposed](#)
2. [WWTP Operations Amendment – Supporting Calculations](#)

Base Fee adjustment formula as shown in Appendix E.3

ABF = Adjusted Base Fee

E = ECI for Total Compensation for Civilian Workers, Not Seasonally Adjusted (Employment Cost Index) reported as a percentage for the first quarter of the year for which an ABF is being calculated as published by U.S. Department of Labor, Bureau of Labor Statistics in the Detailed Report Series Id: CIU1010000000000A.

C_o = Consumer Price Index for all urban consumers as published by U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report Series Id: CUUR0000SA0 for the month that is eighteen (18) months prior to the beginning of the period for which an ABF is being calculated, which is the month of March.

C = Consumer Price Index for all urban consumers as published by U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report Series Id: CUUR0000SA0 for the month that is six (6) months prior to the beginning of the period for which an Adjusted Base Fee is being calculated, which is the month of March.

ABF = Adjusted Base Fee

ABF = BF x AF

BF = Base Fee

AF = Adjustment Factor as determined by the formula:

AF = [((E)0.50 + ((C-C_o)/C_o)0.50)] + 1.02

E = 4.20%, C = 312.332, C_o = 301.835

AF = [(4.20%)0.50 + ((312.332-301.836)/301.836)0.50] + 1.02

AF = [(0.0420*.5) + (.0348*.5)] + 1.02

AF = 1.0584 shown as an 5.84% increase

DEFAULT INCREASE OF 5.84%

Contractual Default Fee Calculation

FY23-24 Base Fee = \$717,584.13

Amount of Base Fee Increase = \$717,584.13 x 0.0584 = \$41,906.91

ABF = \$717,584.13 x 1.0584 = \$759,491.04

✓ ABF = \$717,584.13 + \$41,906.91 = \$759,491.04

Operational Fee (OF) Calculation

OF = ABF + Sludge Hauling + Chemicals + FOG

✓ OF = \$759,491.04 + \$98,000 + \$162,000 + \$9,318 = **\$1,028,809.04**

NEGOTIATED AND PROPOSED INCREASE OF 3.00%

Negotiated Fee Calculation

FY23-24 Base Fee = \$717,584.00

Amount of Base Fee Increase = \$717,584.13 x 0.0300 = \$21,527.52

ABF = \$717,584.13 x 1.030 = \$739,111.65

✓ ABF = \$717,584.00 + \$21,527.52 = \$739,111.52

Operational Fee (OF) Calculation

OF = ABF + Sludge Hauling + Chemicals + FOG

✓ OF = \$739,111.52 + \$98,000 + \$162,000 + \$9,318 = **\$1,008,429.52**

OF Cost Savings: 5.84%OF – 3.00%OF = \$1,028,809.04 - \$1,008,429.52 = \$20,379.52 ✓

Supporting Documentation for (E) Employment Cost Index and (CPI) Consumer Price Index:

<http://data.bls.gov/timeseries/CIU1010000000000A>

Data extracted on: January 14, 2025 (5:50:24 PM)

Employment Cost Index

Series Id: CIU1010000000000A (B,C)

Not seasonally adjusted

Series Title: Total compensation for All Civilian workers in All industries and occupations, 12-month percent change

Ownership: Civilian workers

Component: Total compensation

Occupation: All workers

Industry: All workers

Subcategory: All workers

Area: United States (National)

Periodicity: 12-month percent change

Year	Qtr1	Qtr2	Qtr3	Qtr4
2014	1.8	2.0	2.2	2.2
2015	2.6	2.0	2.0	2.0
2016	1.9	2.3	2.3	2.2
2017	2.4	2.4	2.5	2.6
2018	2.7	2.8	2.8	2.9
2019	2.8	2.7	2.8	2.7
2020	2.8	2.7	2.4	2.5
2021	2.6	2.9	3.7	4.0
2022	4.5	5.1	5.0	5.1
2023	4.8	4.5	4.3	4.2
2024	4.2	4.1	3.9	

B : Includes wages, salaries, and employer costs for employee benefits.

C : See Footnote C on www.bls.gov/ect/cimapnote.htm.

http://data.bls.gov/timeseries/cuur0000sa0?series_id=cwur0000sa0

Data extracted on: January 14, 2025 (5:55:55 PM)

Consumer Price Index - All Urban Consumers

Series Id: CUUR0000SA0

All items in U.S. city average, urban wage earners and clerical workers, not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.280	260.388	260.229	260.474
2021	261.582	263.014	264.877	267.054	269.195	271.696	273.003	273.567	274.310	276.589	277.948	278.802
2022	281.148	283.716	287.504	289.109	292.296	296.311	296.276	296.171	296.808	298.012	297.711	
2023	299.170	300.840	301.836	303.363	304.127	305.109	305.691	307.026	307.789			
2024	308.417	310.326	312.332	313.548	314.069	314.175	314.540	314.796	315.301	315.664	315.493	

AMENDMENT NO. 18
to the
AGREEMENT FOR OPERATIONS, MAINTENANCE AND
MANAGEMENT SERVICES
for the
CITY OF STEPHENVILLE, TEXAS

This Amendment No. 18 to the Agreement for Operations, Maintenance and Management Services for City of Stephenville, Texas dated October 1, 2006 (the "Agreement") is made and entered into this ___ day of _____ 2025 (the "Effective Date") by the City of Stephenville, Texas (hereinafter the "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI"), whose address for formal notice is 6312 S. Fiddler's Green Circle, Suite 300N, Greenwood Village, CO 80111.

NOW THEREFORE, Owner and CH2M HILL OMI agree to amend the Agreement as follows:


1. The parties hereby agree that CH2M HILL OMI has completed all service tasks related to generator installation as denoted in Paragraph B.1.10 of Appendix B.
2. Paragraph B.2.7 of Appendix B is hereby deleted in its entirety.
3. Paragraph B.3.4 of Appendix B is hereby deleted in its entirety.
4. Paragraph E.1.1 of Appendix E is hereby deleted in its entirety and replaced with the following:
 - E.1.1 Owner shall pay to CH2M HILL OMI as compensation for services performed under this Agreement a Base Fee of One Million Eight Thousand Four Hundred Thirty Dollars (\$1,008,430.00) which includes the Sludge Hauling Limit, Chemical Limit, and FOG costs which shall be payable in twelve monthly installments of Eighty-Four Thousand Thirty-Five Dollars and Eighty Cents (\$84,035.80) for the period of October 1, 2024 through September 30, 2025. Subsequent years' base fees shall be determined as hereinafter specified.

This Amendment No. 18 constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated otherwise, all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement shall be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of the Amendment by their signatures below.

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.**

CITY OF STEPHENVILLE, TX


 Name: Ryan Harrold
 Title: Geographic Director of Operations
 Date: 01/10/25

 Name: Doug Svien
 Title: Mayor
 Date: _____



STAFF REPORT

SUBJECT: Discussion of B-2 Zoning Permitted and Conditional Uses

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director

RECOMMENDATION:

On June 18, 2024, the Committee held preliminary discussions regarding this topic and opted to request staff conduct further research. The following options were presented to the Committee on July 16, 2024, for consideration. The Committee, by unanimous vote, opted to take no further action. On August 6, 2024, the Committee reported to the City Council and the recommendation was accepted.

The Development Services Committee revisited this item during the November, 2024 meeting. The Committee directed staff to prepare a draft revision to the land use regulations for the B-2, Retail and Commercial District, that would allow Auto Paint and Body Shop/Repair as a “Conditional Use.”

Should the Committee/City Council wish to proceed with the proposed revisions to the land use regulations the Planning and Zoning Commission will be required to convene for a public hearing and forward a recommendation to the City Council for action.

ALTERNATIVES

Take no action.

AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS AMENDING SECTION 154.03 OF THE CODE OF ORDINANCES TO REVISE THE DEFINITION OF A CONIDITIONAL USE PERMIT AND TO REVISE SECTION 154.06.2.C BY ADDING “(7) – AUTO PAINT AND BODY SHOP/REPAIR” AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to revise the definition of a Conditional Use and add “auto paint and body shop/repair” as a conditional use for the B-2, Retail and Commercial District.

WHEREAS, the changes were reviewed and _____ by the Planning and Zoning Commission on _____ DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS:

SECTION 1.

The following Section of the Code of Ordinances are hereby revised as follows:

<p>Sec. 154.03 – Conditional Use</p>	<p>Definitions</p>	<p>(1) Conditional Use. A use which shall be permitted in a particular district only upon fulfillment of the regulations of the appropriate district and any additional requirements set forth by the City Council, including, but not limited to special yards, lot sizes, open spaces, buffers, fences, walls or screening; requirements for installation and maintenance of landscaping or erosion control measures; requirements for street improvements, regulation of vehicular ingress and egress, and traffic circulation; regulation of signs; regulation of hours or other characteristics of operation; establishment of development schedules or time limits for performance or completion; and such other reasonable conditions as the City Council may deem necessary to insure compatibility with surrounding uses and to preserve the public health, safety, and welfare.</p>
<p>Sec. 154.06.2.C – Conditional Use (Special Use Permit Required)</p>	<p>(7)</p>	<p>(7) Auto paint and body shop/repair;</p>

SECTION 2.

This ordinance shall be effective upon passage.

PASSED AND APPROVED this ___ day of _____, 2025.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason King, City Manager

Randy Thomas, City Attorney
Approved as to form and legality

LIBRARY ADVISORY BOARD

Seven-member board. At least five members of the board must be city residents.
 Two members of the Twentieth Century Club shall be appointed by the Club to serve on the board.
 Board members are subject to a three-term limit.

PL#	<i>First</i>	<i>Last</i>	<i>Nominations</i>
1	Jennie	Shafer	
2	Jorge	Moreno	
3	Mike	Jones	
4			Kathleen Goodwin 20th Century Club
5	Katherine	Quinnell	
6	Katherine	Horak Smith	20th Century Club
7	Joe	Garcia	

MAIN STREET ADVISORY BOARD

Seven-member board. At least five members must be residents of Stephenville,
 Board members are subject to a three-term limit.

PL#	<i>First</i>	<i>Last</i>	<i>Nominations</i>
1			Carlene Sutton county
2	Scott	Allen	in-city
3	Dr. Aimee	Shouse	in-city
4	Jill	Burk	in-city
5	Joycelyn	Perez	county
6	Rita	Cook	in-city
7			

TOURISM AND VISITORS BUREAU ADVISORY BOARD

Seven-member board. All members of the board must have a vested interest in the attraction of tourism and visitors to the city of Stephenville. The board shall consist of one representative from retail, one representative from restaurants, one representative from hotel, and one representative from Tarleton State University; all other members shall be chosen at the discretion of the council.
 Board members are subject to a three-term limit.

PL#	<i>First</i>	<i>Last</i>	<i>Nominations</i>
1			Chelsey Veldhuizen
2	Restaurant	Milo Choate	Caitlin Moyer (2)
3	Retail	Belle Dowell	
4		Kayleigh Caamano	
5	TSU	Terri Hardcastle	
6		Brooke Wells	
7	Hotel	Kimberly Fornes	

WESTERN HERITAGE ADVISORY BOARD

Five-member board, with up to three non-voting, ex-officio members, created to advise the City Council on policy matters affecting the Western Heritage programs and events. The members of the Board appointed by the city shall be residents of Erath County.

Board members are subject to a three-term limit.

<i>PL #</i>	<i>First</i>	<i>Last</i>
1	Darla	Doty
2	Jerry	Norris
3	Kari	Haile
4	Angie	Ayers
5	Vanessa	Halford

Nominations
Caitlin Moyer (1)

Ex-Officio

1		
2	Bob	Doty
3		

PLANNING & ZONING COMMISSION

<i>PL #</i>	<i>First</i>	<i>Last</i>
1	Tyler	Wright
2	Justin	Slawson
3	Lisa	LaTouche
4	Bonnie	Terrell
5	Nick	Robinson
6	Brian	Lesley
7		
A1	James	Stephenson
A2	Bruce	Delater

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

Home > [Application for Citizen Boards and Commissions](#) > [Webform results](#) > Application for Citizen Boards and Commissions

Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]
Submitted by Visitor (not verified)
Mon, 12/02/2024 - 1:13pm
156.146.250.21

First Name

Kathleen

Last Name

Goodwin

Home Address

[REDACTED]

City, State, Zip Code

STEPHENVILLE

Mailing Address

[REDACTED]

City, State, Zip Code

STEPHENVILLE

Primary Phone Number

[REDACTED]

Alternate Phone Number

Email

[REDACTED]

Employment Status

Retired

Employer

NA

Please indicate what board you are applying for. (First Choice)

-Library Advisory Board

Please indicate what board you are applying for. (Second Choice)

Please indicate what board you are applying for. (Third Choice)

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

No

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

General Public - Defined as those persons having no economic interest other than a normal consumer

Reason for Applying

I am a member of the 20th Century Club in Stephenville and believe strongly in our club's support of the public library.

I have been a long time patron of the library and feel it is a major asset to our community.

Educational Background

BS in Electrical Engineering from the University of Virginia.

Occupational Background

Worked for the Stephenville Public Schools for 23 years on campuses and in the Technology Department.

Worked as an engineer in the nuclear power industry.

Relevant Experience

Throughout my career with SISD, I worked extensively with all the District librarians. It was an excellent opportunity learn about how libraries function as well what an important role they play in education.

Community Involvement

I am an active member of the 20th Century Club, community garden, and St. Luke's Episcopal Church Thursday lunches for Tarleton students and other members of the community.

Submit Application

Kathleen Goodwin

Date

Mon, 12/02/2024

Source URL:<https://www.stephenvilletx.gov/node/791/submission/11976>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

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Submission information

Form: [Application for Citizen Boards and Commissions](#) (1)

Submitted by Visitor (not verified)

Sun, 01/05/2025 - 9:15pm

23.118.79.68

First Name

Kennedy

Last Name

Voelker

Home Address

City, State, Zip Code
Stephenville, TX, 76401

Mailing Address

City, State, Zip Code

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Student

Employer

Tarleton State University

Please indicate what board you are applying for. (First Choice)

-Main Street Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Parks and Leisure Advisory Board

Please indicate what board you are applying for. (Third Choice)

-Tourism and Visitors Bureau Advisory Board

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

No

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

No

Are you a property owner within the community?

No

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

General Public - Defined as those persons having no economic interest other than a normal consumer

Reason for Applying

I am interested in applying for these boards to take an active role in my community and help make decisions that will help make Stephenville a better place

Educational Background

Waterloo High School, Tarleton State University

Occupational Background

Hideaway Pizza — Support Member

May 2024 - July 2024. Yukon, OK

Administer sales of food, provide customer service, clean tables & restaurant equipment, and control a cash register. Reason for leaving: Relocation

Hard Eight Pit Barbeque – Server/Line Member

January 2024 - May 2024. Stephenville, TX

Administer sales of alcohol & food, serve customers, clean tables & restaurant equipment, and control a cash register.

Annbriar Golf Course & Smokehouse Restaurant – Server, Bartender, & Beverage Cart Driver

March 2023 - August 2023. Waterloo, IL

Administer sales of alcohol & food, serve customers, clean golf equipment & restaurant equipment, and control a cash register. Reason for leaving: Relocation

Waterloo High School Greenhouse — Greenhouse Employee

August 2022 - May 2023. Waterloo, IL

Maintain care for plants, develop plant knowledge, administer plant sales, and direct greenhouse cleaning & organization

Waterloo Mercantile — Sales Associate

March 2022 - March 2023. Waterloo, IL

Direct unboxing, restocking, and organizing, control a cash register, aid in customer service, and create social media/marketing content

Voelker Contracting — Landscape Assistant

2021-2023. Waterloo, IL

Assist in spreading mulch, brush cleanup, hauling dirt, and snow removal

Relevant Experience

Volunteering, community service, networking, sales experience, public speaking

Community Involvement

2024 Volunteer for Tarleton State University Roundup

2024 Volunteer for Stephenville Food Pantry

2023 Volunteer for the Monroe County Sheriff's Office and the City of Waterloo
2023 Volunteer Concession Stand Worker for Waterloo Athletics Booster Club
2023 Volunteer at VFW Fish Fry
2022 Volunteer for a Toy Drive at the Waterloo House of Neighborly Service
2022 Volunteer at Waterloo School District Bulldog Color Run 5K
2022 Volunteer for Therapy Dog Visits at Garden Place Senior Living
2021-2022 Volunteer for Food Drives at the Waterloo House of Neighborly Service
2021 Wreaths Across America Foundation at Jefferson Barracks National Cemetery
2017-2019 Volunteer at Morrison Talbott Library
2015-2023 Volunteer at Monroe Actors Stage Company

Submit Application

Kennedy Voelker

Date

Sun, 01/05/2025

Source URL:<https://www.stephenvilletx.gov/node/791/submission/12080>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

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Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]
Submitted by Visitor (not verified)
Thu, 11/21/2024 - 1:41pm
156.146.212.13

First Name

Chelsey

Last Name

Veldhuizen

Home Address

City, State, Zip Code

Dublin

Mailing Address

City, State, Zip Code

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Full-Time

Employer

Veldhuizen Cheese

Please indicate what board you are applying for. (First Choice)

-Tourism and Visitors Bureau Advisory Board

Please indicate what board you are applying for. (Second Choice)

Please indicate what board you are applying for. (Third Choice)

Are you currently serving on a board or commission?

Yes - Seeking Reappointment

Have you ever attended a Board or Council meeting?

Yes

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

No

Do you or a family member own a business within the community?

Yes

Please indicate which category of the local economy that you represent.

Agriculture - Persons or entities associated with the production or processing of plant or animal products

Reason for Applying

I have enjoyed serving on the Tourism Advisory board for the last six years. It does help our business to stay informed about what is happening in our community and opens opportunities for us to get involved in promoting tourism in Stephenville.

Educational Background

High School, Trade School, Seminary

Occupational Background

Sales, Office Administration

Relevant Experience

Chair of the Tourism Advisory Board for 6 years

Community Involvement

Youth Mentoring

Submit Application

Chelsey Veldhuizen

Date

Thu, 11/21/2024

Source URL:<https://www.stephenvilletx.gov/node/791/submission/11950>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

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Submission information

Form: [Application for Citizen Boards and Commissions](#) (1)

Submitted by Visitor (not verified)

Tue, 12/31/2024 - 11:41pm

156.146.249.102

First Name

Carlene

Last Name

Sutton

Home Address

City, State, Zip Code

76401

Mailing Address

City, State, Zip Code

76401

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Full-Time

Employer

Leslie Walker Insurance Agency

Please indicate what board you are applying for. (First Choice)

-Main Street Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Tourism and Visitors Bureau Advisory Board

Please indicate what board you are applying for. (Third Choice)

-Western Heritage Advisory Board

Are you currently serving on a board or commission?

No - Not currently serving, have served in the past

Have you ever attended a Board or Council meeting?

Yes

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

No

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

Industry - Corporations, partnerships, sole proprietorships or other legal entities formed for the purpose of making a profit and which produce or manufacture goods or services and which are not small businesses

Reason for Applying

Love Stephenville and want to promote stephenville

Educational Background

Graduate of Tarleton STATE

Occupational Background

Worked & lived in stephenville for over 30 years

Relevant Experience

Member of Downtown merchants , past member of Sr Citizen board

Community Involvement

Downtown Merchants board. Stephenville Music club officer

Submit Application

TX

Date

Tue, 12/31/2024

Source URL:<https://www.stephenvilletx.gov/node/791/submission/12061>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

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Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Wed, 01/01/2025 - 3:56pm

67.21.182.31

First Name

Caitlin

Last Name

Moyer

Home Address

City, State, Zip Code

Stephenville

Mailing Address

City, State, Zip Code

Stephenville

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Full-Time

Employer

Tarleton

Please indicate what board you are applying for. (First Choice)

Advisory Boards

Please indicate what board you are applying for. (Second Choice)

-Western Heritage Advisory Board

Please indicate what board you are applying for. (Third Choice)

-Tourism and Visitors Bureau Advisory Board

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

No

Availability

Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

Yes

Please indicate which category of the local economy that you represent.

Education - Serving in higher education at high school level or beyond

Reason for Applying

I grew up on a family owned and operated dairy here in Erath County where I enjoyed raising, showing, and then judging dairy cattle across the state and collegiately across the nation. The county has provided a foundational step in my life, and I would love the opportunity to give back.

Educational Background

I am a two-time graduate of Tarleton State University earning both my Bachelor of Business Administration and Masters of Science in Information Systems. I am also working on my doctorate in higher education

Occupational Background

I have been employed at Tarleton for 8 years in various capacities. I also own and operate my own small photography business. I have also worked at various non-profit and other large employers in the Stephenville area like Hard-Eight, Prime Metal Buildings, and CTFAC.

Relevant Experience

I serve as the media committee chair for the Erath County Jr Livestock show and coordinate the show's jr board members.

Community Involvement

More than anything, I love being involved in the community that has provided so much opportunity for me. I am the photographer for Erath County Jr Livestock Show as well as serving on the media committee. I photograph events throughout the year for the city and the youth events for the Cowboy Capital Pro Rodeo Week like the Mutton Bustin, Dummy Ropin', Queen Contest, 5K and Parade.

Submit Application

Caitlin

Date

Wed, 01/01/2025

Source URL: <https://www.stephenvilletx.gov/node/791/submission/12069>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

LIBRARY ADVISORY BOARD

Seven-member board. At least five members of the board must be city residents.
Two members of the Twentieth Century Club shall be appointed by the Club to serve on the board.
Board members are subject to a three-term limit.

PL#	<i>First</i>	<i>Last</i>	<i>Nominations</i>
1	Jennie	Shafer	
2	Jorge	Moreno	
3	Mike	Jones	
4			Kathleen Goodwin 20th Century Club
5	Katherine	Quinnell	
6	Katherine	Horak Smith	20th Century Club
7	Joe	Garcia	

MAIN STREET ADVISORY BOARD

Seven-member board. At least five members must be residents of Stephenville,
Board members are subject to a three-term limit.

PL#	<i>First</i>	<i>Last</i>	<i>Nominations</i>
1			Carlene Sutton county
2	Scott	Allen	in-city
3	Dr. Aimee	Shouse	in-city
4	Jill	Burk	in-city
5	Joycelyn	Perez	county
6	Rita	Cook	in-city
7			

TOURISM AND VISITORS BUREAU ADVISORY BOARD

Seven-member board. All members of the board must have a vested interest in the attraction of tourism and visitors to the city of Stephenville. The board shall consist of one representative from retail, one representative from restaurants, one representative from hotel, and one representative from Tarleton State University; all other members shall be chosen at the discretion of the council.
Board members are subject to a three-term limit.

PL#	<i>First</i>	<i>Last</i>	<i>Nominations</i>
1			Chelsey Veldhuizen
2 Restaurant	Milo	Choate	Caitlin Moyer (2)
3 Retail	Belle	Dowell	
4	Kayleigh	Caamano	
5 TSU	Terri	Hardcastle	
6	Brooke	Wells	
7 Hotel	Kimberly	Fornes	

WESTERN HERITAGE ADVISORY BOARD

Five-member board, with up to three non-voting, ex-officio members, created to advise the City Council on policy matters affecting the Western Heritage programs and events. The members of the Board appointed by the city shall be residents of Erath County.

Board members are subject to a three-term limit.

<i>PL #</i>	<i>First</i>	<i>Last</i>
1	Darla	Doty
2	Jerry	Norris
3	Kari	Haile
4	Angie	Ayers
5	Vanessa	Halford

Nominations
Caitlin Moyer (1)

Ex-Officio

1		
2	Bob	Doty
3		

PLANNING & ZONING COMMISSION

<i>PL #</i>	<i>First</i>	<i>Last</i>
1	Tyler	Wright
2	Justin	Slawson
3	Lisa	LaTouche
4	Bonnie	Terrell
5	Nick	Robinson
6	Brian	Lesley
7		
A1	James	Stephenson
A2	Bruce	Delater

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

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Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Wed, 01/01/2025 - 3:56pm

67.21.182.31

First Name

Caitlin

Last Name

Moyer

Home Address

City, State, Zip Code

Stephenville

Mailing Address

City, State, Zip Code

Stephenville

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Full-Time

Employer

Tarleton

Please indicate what board you are applying for. (First Choice)

Advisory Boards

Please indicate what board you are applying for. (Second Choice)

-Western Heritage Advisory Board

Please indicate what board you are applying for. (Third Choice)

-Tourism and Visitors Bureau Advisory Board

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

No

Availability

Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

Yes

Please indicate which category of the local economy that you represent.

Education - Serving in higher education at high school level or beyond

Reason for Applying

I grew up on a family owned and operated dairy here in Erath County where I enjoyed raising, showing, and then judging dairy cattle across the state and collegiately across the nation. The county has provided a foundational step in my life, and I would love the opportunity to give back.

Educational Background

I am a two-time graduate of Tarleton State University earning both my Bachelor of Business Administration and Masters of Science in Information Systems. I am also working on my doctorate in higher education

Occupational Background

I have been employed at Tarleton for 8 years in various capacities. I also own and operate my own small photography business. I have also worked at various non-profit and other large employers in the Stephenville area like Hard-Eight, Prime Metal Buildings, and CTFAC.

Relevant Experience

I serve as the media committee chair for the Erath County Jr Livestock show and coordinate the show's jr board members.

Community Involvement

More than anything, I love being involved in the community that has provided so much opportunity for me. I am the photographer for Erath County Jr Livestock Show as well as serving on the media committee. I photograph events throughout the year for the city and the youth events for the Cowboy Capital Pro Rodeo Week like the Mutton Bustin, Dummy Ropin', Queen Contest, 5K and Parade.

Submit Application

Caitlin

Date

Wed, 01/01/2025

Source URL: <https://www.stephenvilletx.gov/node/791/submission/12069>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>