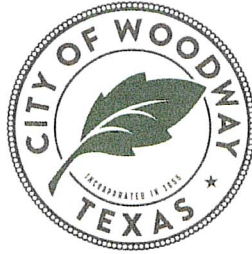


PUBLIC NOTICE OF MEETING



WOODWAY CITY COUNCIL

JUNE 8, 2026 – 5:30 P.M.

TAKE NOTICE THAT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF WOODWAY, TEXAS, WILL BE HELD IN THE DONALD J. BAKER COUNCIL CHAMBERS AT WOODWAY CITY HALL, 922 ESTATES DRIVE, WOODWAY, TEXAS, COMMENCING AT 5:30 P.M. ON MONDAY, JUNE 8, 2026, TO CONSIDER AND ACT UPON ANY LAWFUL SUBJECT WHICH MAY COME BEFORE IT INCLUDING, AMONG OTHERS, THE ITEMS LISTED BELOW.

AGENDA

CALL MEETING TO ORDER

INVOCATION

1. Invocation
2. Pledge of Allegiance

PUBLIC COMMENT

3. The City Council invites citizens to address the Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to Public Hearings will be heard when the specific hearing starts. Please limit your comments to three (3) minutes per Resolution R-87-11. The Council is not permitted to take any action or discuss any item not listed on the agenda. When called to speak, please state your name and address, and if speaking on a specific agenda item, state the item before beginning your comments.

PRESENTATIONS

4. Introduction of new Public Safety officer

Packet Page Number 2

WOODWAY CITY COUNCIL AGENDA

Page 2

June 8, 2026 - 5:30 P.M.

5. Presentation of Yard of the Month for June

ITEMS FOR INDIVIDUAL DISCUSSION, CONSIDERATION AND/OR ACTION

6. Discussion and consider action on Resolution R-26-10, adopting the City of Woodway Purchasing Policy
7. Discussion and possible action regarding the adoption of a new five-year water and wastewater rate plan
8. Discussion and consider action on Resolution R-26-11, amending the City of Woodway Master Fee Schedule regarding venue rental fees for The Pavilion and Carleen Bright Arboretum

CONSENT AGENDA

9.
 - A. Discussion and consider action on minutes of the regular City Council meeting held May 18, 2026, at 5:30 p.m.
 - B. Discussion and consider action on Resolution R-26-12, declaring a Speedaire air compressor, seven (7) brown rectangle tables, five (5) round tables, Sur-Gard server rack, four (4) lobby chairs, one (1) square brown table, and one (1) greenhouse as city property that is obsolete, unrepairable, or at the end of its useful purpose and authorizing the disposal of same by any lawful means including without limitation treatment as waste, recycling, sale at public auction, and/or transfer to qualified recipient for permissible use
 - C. Discussion and consider action to award a contract in response to Request for Bids #26-02, for 2026 Microsurfacing Improvements to Viking Construction, the lowest responsible bidder, in an amount not to exceed \$400,000.00, and authorizing the City Manager to execute any documents in connection therewith
10. Discussion and consider action on Consent Agenda

CITY MANAGER AND CITY COUNCIL REPORTS

11. City Manager's Report (Briefings or updates may be provided regarding City services, administrative/personnel matters, real estate/development, infrastructure, events, regulations, community and intergovernmental relations issues.)
12. City Council Reports (Briefings or updates may be provided regarding City Council committee and liaison assignments.)

WOODWAY CITY COUNCIL AGENDA

Page 3

June 8, 2026 - 5:30 P.M.

CLOSING ITEM

13. Consider action on adjournment

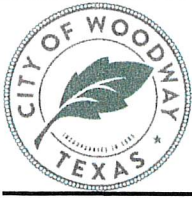
Councilmembers unable to attend in person may participate via videoconference in accordance with Chapter 551 of the Texas Government Code.

I certify that the above notice of meeting was posted at Woodway City Hall, 922 Estates Drive, Woodway, Texas, on the 2nd day of June 2026 at 5:00 p.m.



Kasia Redden, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (254) 772-4480 or FAX (254) 772-0695 for further information.



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: June 8, 2026

Prepared By: Brenda Hernandez, Finance Director

Approved By: *[Signature]*

- Presentation, Report and/or Discussion Only
- Public Hearing/Related Action
- Individual Discussion/Action
- Consent
- Executive Session

Caption:

Discussion and consider action on Resolution R-26-10, adopting the City of Woodway Purchasing Policy

Background Information:

Section 7.13 of the City Charter authorizes the Finance Director to establish purchasing procedures for city departments to follow. Therefore, an internal purchasing policy was created and distributed to City staff on May 30, 2000. This policy was amended in 2001, 2014, 2020, and 2025 to reflect procedures outlined in Chapter 252 of the Local Government Code as well as purchasing threshold Ordinances adopted by the Woodway City Council.

During the Fiscal Year 2025 audit, BrookWatson & Co recommended that the City update its purchasing policy to align with current requirements of the Texas Local Government Code by revising the formal competitive bidding and HUB contractor language. Additionally, the auditors advised that the revised policy should be formally approved by City Council.

See the attached policy and SAS 115 audit letter.

Financial Impact:

Total of Proposed Expenditure: \$
 Amount Budgeted: \$
 Account No.:
 If not budgeted, other funding options:

Staff Recommendation:

Staff recommends Council adopt Resolution R-26-10, adopting the City of Woodway Purchasing Policy.



February 20, 2026

To the City Council and Management
City of Woodway, Texas

In planning and performing our audit of the financial statements of the City of Woodway, Texas (the "City"), as of and for the year ended September 30, 2025, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, significant deficiencies or material weaknesses may exist that have not been identified. However, as discussed below, items were not considered to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. No such items were identified.

The following are notable items to bring to management's attention:

1. OLD RECONCILING ITEMS

Finding

During the audit we observed several old reconciling checks, transactions, and deposits within the bank reconciliations. These checks were greater than one year old, and therefore are unlikely to ever clear the bank.

Recommendation

The City should look into these reconciling items to determine: 1. If they are correctly outstanding and not duplicate payments (correcting if they are duplicates), 2. if correctly outstanding, reissue the checks to the recipient if they have a valid address and void the old checks, or 3. remit the payments to the county or state to be escheated for the recipient.

2. PURCHASING POLICY

Finding

Effective September 1, 2025, Texas Senate Bill 1173 amended the Texas Local Government Code §262.023 to increase the competitive bidding threshold for counties and municipalities from \$50,000 to \$100,000. In addition, the requirement to contact at least two Historically Underutilized Businesses (HUBs) on a rotating basis is also updated to apply to expenditures between \$3,000 and \$100,000.

Recommendation

We recommend the City update its purchasing policy to align with the current requirements of the Texas Local Government Code by revising the formal competitive bidding and HUB contractor language to reflect the new threshold of \$100,000. The revised policy should be formally approved by City Council and communicated to staff involved in procurement activities.

This communication is intended solely for the information and use of the City Council and management, and others within the City, and is not intended to be and should not be used by anyone other than these specified parties.

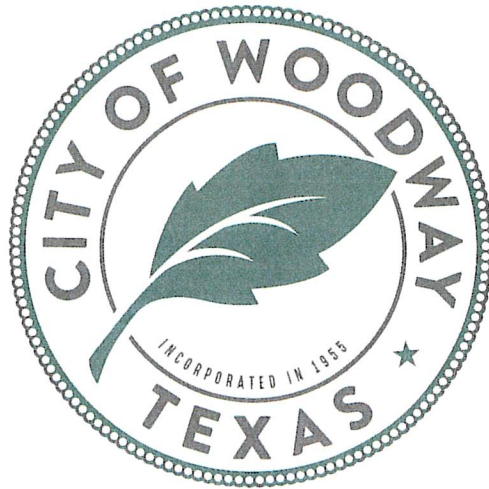
Very truly yours,



BrooksWatson & Co., PLLC

CITY OF WOODWAY

PURCHASING MANUAL



EFFECTIVE: MAY 30, 2000
AMENDED: MARCH, 2001
MARCH, 2014
MARCH, 2020
SEPTEMBER, 2025

FORMALLY ADOPTED: JUNE 2026

TABLE OF CONTENTS

I.	PURPOSE AND SCOPE	1
II.	PURCHASING ETHICS	1-2
	A. GENERAL INFORMATION	1-2
	B. HISTORICALLY UNDERUTILIZED BUSINESS	2
III.	PURCHASING SYSTEM AUTHORITIES AND RESPONSIBILITIES	2-4
	A. CITY COUNCIL	2
	B. CITY MANAGER	3
	C. FINANCE DEPARTMENT	3
	D. REQUESTING DEPARTMENT	3-4
IV.	PURCHASING THRESHOLDS	4-6
	A. PURCHASES LESS THAN \$3,000	
	B. PURCHASES OVER \$3,000 BUT LESS THAN \$50,000	4-5
	C. PURCHASES OVER \$50,000 BUT LESS THAN \$100,000	5
	D. PURCHASES OVER \$100,000	5-6
	PURCHASING OPTIONS & AUTHORITY FLOW CHART	7
V.	PURCHASING PROCEDURES	8-12
	A. PURCHASING FROM A NEW VENDOR	8
	B. PURCHASES BY PURCHASE ORDER	9
	C. CANCELLING OR REVISING A PURCHASE ORDER	9
	D. PURCHASES BY PAYMENT AUTHORIZATION	9
	E. PURCHASES FOR TRAVEL ADVANCE AND/ OR REIMBURSEMENT	9-10
	F. EMERGENCY PURCHASES	11-12
VI.	USE OF FORMS	12-15
	A. INVOICE	12
	B. PACKING AND SALES TICKETS	12
	C. PAYMENT AUTHORIZATION	12-13
	D. TRAVEL (PER DIEM) AUTHORIZATION FORM	13
	E. LODGING AND PER DIEM RATES	13
	F. TRAVEL REIMBURSEMENT FORM	13
	G. PURCHASE REQUISITION	14
	H. THE PURCHASE ORDER	14
	I. SEALED BID FORMS	14-15
	J. BUDGET ADJUSTMENT FORM	15

I. PURPOSE AND SCOPE

One of the primary responsibilities of any municipality is the procurement of materials, equipment, supplies, and services necessary to support operations. Sound purchasing and materials management procedures are important to the financial integrity of the municipality, its administration, and ensuring responsible stewardship of public funds.

Purchasing involves obtaining the right quality, in the right quantity, at the right price, from the right source. Purchasing activities arise when departments identify a need for goods or services necessary to support City operations.

The City of Woodway ("City") operates under a decentralized purchasing structure, with individual departments responsible for initiating and managing purchases within the guidelines of the City's purchase order system, encumbrance accounting procedures, and applicable laws.

Since the City uses an annual budget system, all purchases must be planned in advance and within the adopted annual budget.

All purchasing activities shall comply with applicable provisions of the Texas Local Government Code, including Chapter 252 (Purchasing and Contracting Authority of Municipalities).

This manual has been prepared to outline and clarify the policies and procedures for handling purchases for the City and should serve as a reference guide for City employees involved in procurement activities.

II. PURCHASING ETHICS

A. GENERAL INFORMATION

The goal of all purchasing activities is to ensure that Woodway citizens receive the maximum benefit from public funds expended for goods and services. Achieving this goal requires cooperation of all City employees and adherence to the policies and procedures outlined in this manual.

City officials and employees involved in purchasing activities must conduct all business with integrity, fairness and transparency.

The acceptance of gifts, gratuities, or favors from vendors is prohibited as such acceptance could influence, or appear to influence, purchasing decisions.

City officials and employees must comply with all applicable provisions of the Texas Local Government Code, including:

- Chapter 171 (Conflicts of Interest of Local Public Officials)
- Chapter 176 (Disclosure of Certain Relationships with Local Government Officers)

Any potential conflict of interest must be disclosed in accordance with state law and City policy.

B. HISTORICALLY UNDERUTILIZED BUSINESS (HUB)

The Historically Underutilized Business (HUB) program is a State of Texas initiative to increase the opportunities available to businesses owned by minorities and women in the area of procurement and contracting. A HUB is a sole proprietor, partnership, or corporation in which at least 51 percent of the stock or other equitable securities are owned by one or more persons who are members of the following groups: Asian Pacific Americans, Black Americans, Hispanic Americans, Native Americans, women, and service-disabled veterans. These individuals must have a proportionate interest in the control, operation, and management of the business, as well as their principal place of business must be located in Texas.

The City makes a good faith effort to include HUB businesses in its procurement process.

III. PURCHASING SYSTEM AUTHORITIES AND RESPONSIBILITIES

A. CITY COUNCIL

1. Approve purchases exceeding City Manager's delegated authority.
2. Approve all contracts requiring formal competitive procurement.
3. Award bids and proposals as required by state law.

B. CITY MANAGER

1. Administer and enforce this purchasing policy.
2. Approve purchases within delegated authority (purchases greater than \$3,000).
3. Execute contracts approved by the City Council.

C. FINANCE DEPARTMENT

1. Maintain a purchase order system and encumbrance accounting records to ensure tracking and control of purchases.
2. Support and enforce the policies and procedures outlined in this manual.
3. Work and cooperate with all Department Heads and authorized personnel in securing needed supplies, materials, and contractual services.
4. Investigate the predictability of quantity buying – taking into consideration price breaks, inventory, and discounts.
5. Sign and execute Federal Excise Tax and Texas State Sales Tax Exemption certificates upon request when supported by an authorized Purchase Order Number.
6. Stay knowledgeable of current developments in the field of purchasing, prices, market conditions, and new products.
7. With the approval of the City Manager, formulate future policies and procedures connected with the purchasing activities of the City and, through the City Manager, keep the City Council advised of additional changes, deletions, or revisions of such policies and procedures.

D. REQUESTING DEPARTMENT

1. Conduct the purchasing activity of the City in an honest and impartial manner, which will encourage competitive bidding and attract reputable suppliers.
2. Investigate and report any likely collusion among bidders and suppliers, as well as City employees.
3. Purchase or contract all supplies, materials, and services for the Department.

4. Review all merchandise on the respective packing slip or delivery ticket the day merchandise is received. Inspect deliveries to ensure compliance with Purchase Order.
5. In cooperation with the City Secretary, develop specifications, especially for goods which require an engineering and technical background, which allow competition among vendors to take place.
6. Utilize the list of current vendors by searching the Tyler system; however, they are not restricted to this list. See Section V-A for information on adding a new Vendor.
7. Maintain responsibility for equipment or accessories that are delivered to the Requesting Department on a trial basis.
8. Prohibit employees from purchasing supplies, materials, or equipment of any kind for personal use on the City's accounts.

IV. PURCHASING THRESHOLDS

Please review each level thoroughly, there is a quick reference guide at the end of this section to help explain the steps for each level.

A. PURCHASES LESS THAN \$3,000

Departments may make purchases under \$3,000 without a purchase requisition when budgeted funds are available. Departments should seek the best available price. There are no other special requirements other than those which may be set by each department internally.

B. PURCHASES OVER \$3,000 BUT LESS THAN \$50,000

A Department Head in need of an item or merchandise costing over \$3,000 must submit a Purchase Requisition to the Finance Department so that a Purchase Order can be generated.

The Requesting Department will request competitive price quotes from at least three (3) qualified vendors and attach these quotes on the Purchase Requisition or alternative purchasing methods such as Buyboard or other purchasing co-ops. For proprietary or sole vendor sources, contact the Finance Department. The Purchase Requisition will assist the Requesting Department in collecting all relevant information concerning the purchase.

It will not be permitted to split a purchase into multiple invoices to avoid the Purchase Requisition and Purchase Order requirements. For example, if it is necessary to make a purchase of \$5,000, it is not permitted to split the purchase into two invoices of \$2,500 each.

The City Manager must approve all purchases exceeding \$3,000 prior to the issuance of a Purchase Order.

C. PURCHASES OVER \$50,000 BUT LESS THAN \$100,000

All expenditures over \$50,000 must be submitted to the City Manager for approval to process, then authorized by the City Council. Section 7.13 of the Woodway City Charter states that “the Council may by ordinance confer upon the City Manager general authority to contract for expenditures without further approval of the Council for all budgeted items not exceeding a dollar amount set by Council.” The Council set that dollar amount at \$50,000 in Ordinance 20-05. The Requesting Department shall prepare specifications and shall request competitive price quotes from at least three (3) prospective vendors. The Requesting Department Head will make recommendations regarding the quotes to the City Manager, who will recommend to the City Council the lowest responsible bidder. After City Council approval, the Purchase Requisition will be submitted to the Finance Department for the Purchase Order to be processed.

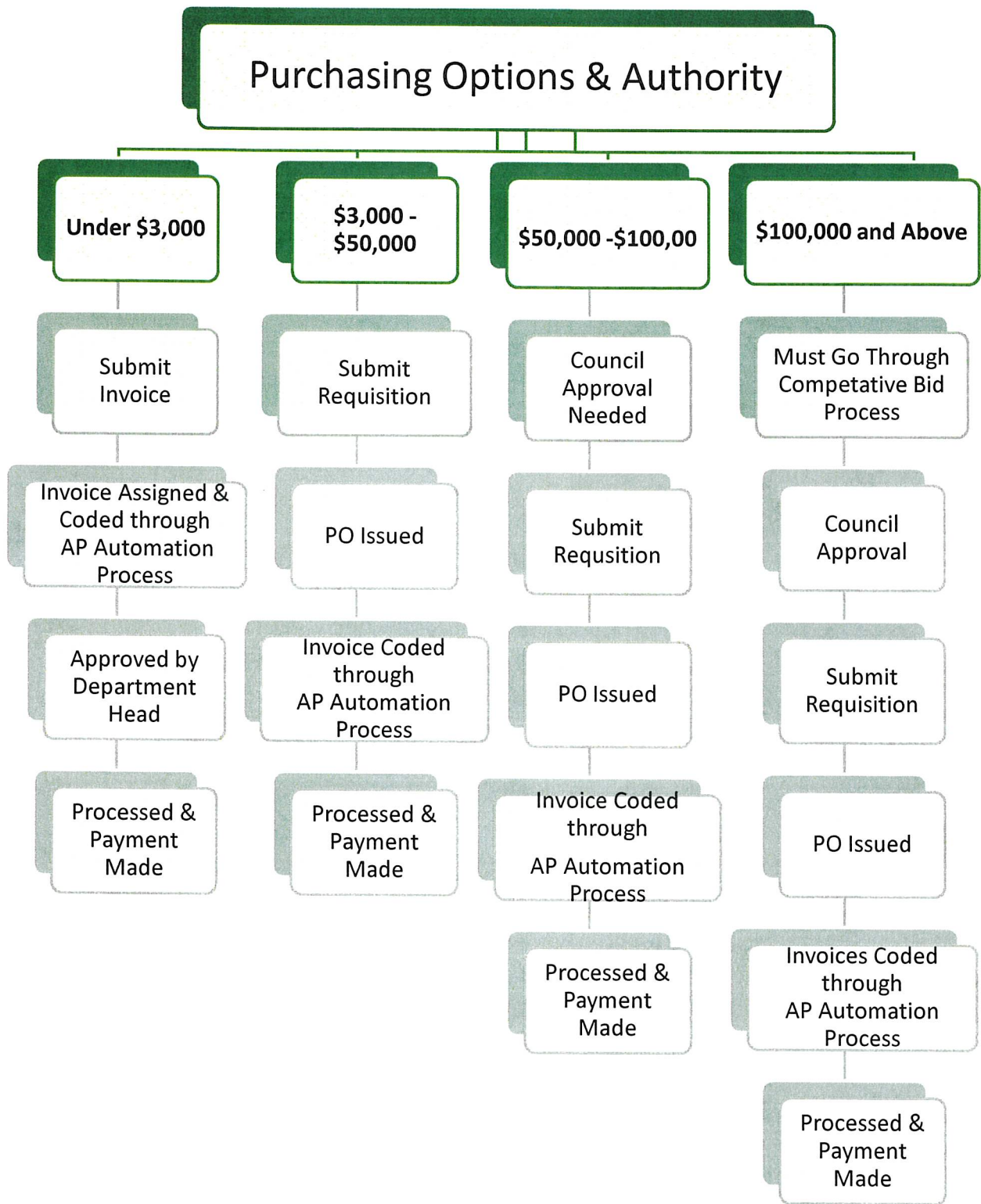
D. PURCHASES OVER \$100,000

When planning to make an expenditure of more than \$100,000, municipalities are required to follow the bidding/proposal procedures as outlined in Chapter 252 of the Local Government Code.

The City of Woodway requires that all expenditures over \$100,000 be referred to the City Manager and awarded by the City Council after specifications have been drawn, public notification has been required by law, and sealed bids/proposals are received, opened in a public setting, and evaluated. The sealed bid/proposal process is typically coordinated by the City Secretary; however, the City Engineer and outside consulting engineers, in coordination with the City Secretary, prepare bid packets for some of the City’s larger infrastructure items.

After the bid/proposal is awarded by the City Council, the Department Head will submit a Purchase Requisition to the Finance Department for issuance of a Purchase Order.

Competitive bids/proposals and advertising are not required in certain instances as outlined in Chapter 252 Section 252.021 of the Local Government Code. For a list of exceptions, consult the Finance Director.



V. PURCHASING PROCEDURES

A. PURCHASING FROM A NEW VENDOR

Due to Texas legislation in recent years, vendors must complete an application prior to contracting with the City. Please direct potential new vendors to the link for the application: [Vendor Application - Woodway, TX | Official Website](#). Once completed, the submission will be sent to Accounts Payable. Vendors will be notified upon approval.

B. PURCHASES BY PURCHASE ORDER

1. The Requesting Department attempts to solicit price quotes and/or bids from at least three (3) prospective vendors and lists and attaches results on the "Purchase Requisition."
2. The Requesting Department completes the "Purchase Requisition" with complete descriptions, specifications, attached quotes and appropriate account numbers.
3. Lowest acceptable quote is entered on the "Purchase Requisition" and forwarded to the Finance Department.
4. The Purchase Order is prepared based upon all previously submitted information and the original is sent to the Requesting Department. Purchase Requisitions received will be prepared as soon as they have made it through the approval process.
5. The Requesting Department is responsible for checking the delivered goods for damages, shortages, and compliance with specifications. The goods or services should meet the Department Head's approval when compared to his/her copy of the Purchase Order. Once the invoice is received, it should be prepared for payment as outlined below and forwarded to the Finance Department.

The City will not be responsible for goods or services delivered without a Purchase Order, unless it is an emergency purchase which meets the guidelines set forth herein.

C. CANCELLING OR REVISING A PURCHASE ORDER

Upon notification from the Requesting Department, the Finance Department may cancel or revise a Purchase Order.

For cancellations, revisions, or change orders to an existing purchase order, requests must be sent to the Finance Department with explanation or change order via email or written request. If a change order or revision is requested, a revised copy of the original Purchase order will be provided.

D. PURCHASES BY PAYMENT AUTHORIZATION

In lieu of a Purchase Order, the purpose of a Payment Authorization is to expedite payment for the following items only:

1. Professional Services as authorized by the Requesting Department
2. Monthly Services (Rentals, Utilities, Postage, Water Tests, etc.)
3. Professional Membership Dues
4. Subscriptions
5. Rebates or Refunds
6. Service Maintenance and Licensing Agreements
7. Equipment and Motor Vehicle Repairs

The above items are not typically capable of competitive bid and are more appropriately paid or purchased through the Payment Authorization process.

The Payment Authorization is to be forwarded to Accounts Payable for processing. All Payment Authorizations received before 5:00 p.m. Tuesday will be processed Thursday, then checks will be sent to Tyler Payments by the Finance Department. Payment Authorizations received after 5:00 p.m. Tuesday shall be processed the following week.

E. PURCHASES FOR TRAVEL ADVANCE AND/OR REIMBURSEMENT

1. Travel Authorization

A Travel Authorization must be prepared for all requested travel. This authorization must include information about the school or conference

and estimates of prepaid expenses (hotel, registration, flight, etc.) and advances. All Travel Authorizations must be approved by the Department Head before forwarding to the Finance Department for payment.

2. Travel Reimbursement

Upon returning to the office, employees must submit a Travel Reimbursement Form within five (5) working days. All Travel Reimbursement Forms must be approved by the Department Head prior to submission to the Finance Department for payment. The Travel Reimbursement Form must include:

- a. Details of conference or training
- b. Actual expenses incurred
- c. Any travel advances received
- d. Amounts due to the employee or City

Receipts must be provided for all reimbursable travel expenses (hotel, parking, taxi, etc.) and attached in chronological order by date and time.

Receipts are ***not*** required for meals (see Section 3 below). The City will ***not*** reimburse alcoholic beverages.

Mileage will be reimbursed at the prevailing Internal Revenue Service (IRS) rate.

3. Meal Allowance

- a. Meals (including tips) during a full day of travel are reimbursable on a per diem basis at the prevailing GSA (U.S. General Services Administration) rate with no receipts required. If a city-specific rate is not listed the CONUS (Continental United States) standard rate applies. For a list of current per diem rates, contact the Finance Department. **Any meal expenses more than the allowable amount must be paid by the employee.**
- b. Unallowable expenses include:
 - i. Meals for non-employees

- ii. Alcoholic beverages
 - iii. Meals consumed within McLennan County
- c. For partial day travel, meals are reimbursable under the following conditions:
- i. Breakfast (20% of GSA prevailing rate) – travel between 4 a.m. – 8:30 a.m.
 - ii. Lunch (30% of GSA prevailing rate) – travel between 11 a.m. – 2 p.m.
 - iii. Dinner (50% of GSA prevailing rate) – travel between 6 p.m. – 9 p.m.
- d. Travel per diem allowances may be further restricted by the person assigning the travel (i.e., Employee is assigned to travel to Austin on Sunday for a school beginning on Monday. The City will not reimburse for breakfast or lunch on Sunday but will reimburse for dinner on Sunday).

4. Business Meetings

This policy may be adopted as necessary for business meetings with the prior approval of the City Manager. All business meeting meals will require detailed receipts for reimbursement (i.e. lunch meeting between the Finance Director and City Depository representative).

F. EMERGENCY PURCHASES

Emergency purchases are occasionally needed to preserve or protect the public health or safety of the city's residents. Additionally, purchases that are made in accordance with disaster orders, to keep equipment or machinery in the field operational, or to avoid work stoppages, may qualify as an Emergency Purchase.

When emergency purchases are made during normal working hours, the Department Head must submit a Purchase Requisition and contact the Finance Department.

When emergency purchases are made after normal working hours, the Department Head responsible must communicate the purchase to the Finance

Director. They must also submit either a complete Purchase Requisition or Payment Authorization to the Finance Department with the invoice(s) explaining the circumstances no later than the next business day.

Emergency purchases must be kept at a minimum. Convenience is not considered an emergency.

VI. USE OF FORMS

A. INVOICE (Vendor Form)

An invoice is an *itemized* statement of merchandise provided by the seller or vendor. Any invoice should be matched with the purchase order and checked for errors in quantities and extensions. The invoice should then be forwarded to the Finance Department.

B. PACKING SLIP AND SALES TICKETS (Vendor Form)

Packing slips and sales tickets shall serve as receiving reports. There is not a central receiving point, therefore, each department must inspect, count, and receive all items for use by that department.

All merchandise including damaged, duplicate orders, and substitute merchandise, must be received and properly identified via the packing slip or delivery ticket.

Thoroughly inspect and account for all merchandise in deliveries.

C. PAYMENT AUTHORIZATION (City Form)

Below are additional guidelines for use of the Payment Authorization Form:

1. Before submitting it to Accounts Payable, the Requesting Department must complete the form including the name and address of the Payee, invoice date, description of the purchase, and invoice number. Then email the form, along with backup documentation to accountspayable@woodwaytexas.gov.

2. The Finance Department will mail the check to the payee address noted unless otherwise requested.
3. If forms should be mailed with the payment, attach extra copies of the forms.

D. TRAVEL (PER DIEM) AUTHORIZATION FORM (City Form)

Form used for prepaid registration, travel, hotel accommodations, and employee travel advances.

Guidelines for preparing this form include (prior to submission to Finance Department):

1. The Requesting Department must complete the form including the name and address of the Payee(s), a description of the School/Conference, the total amount of advance/prepaid travel expenses, and all authorized signatures.
2. Back-up documentation should accompany this form as justification for the purchase (registration for school/conference, hotel reservations, etc.)
3. The Finance Department will distribute checks to payee through their department.

Payment will typically be disbursed every Thursday afternoon by 4:00 p.m.

E. TRAVEL REIMBURSEMENT FORM (City Form)

This form is used to reimburse employees for travel expenses more than advances and prepaid expenses.

Guidelines for preparing this form include:

1. Before submitting it to the Finance Department (Accounts Payable), the Requesting Department must complete the form including the name and address of the Payee(s), a description of the School/Conference, the total amount of advance, the total additional expenses (tolls, parking fees, etc.) and all authorization signatures.
2. All travel receipts should accompany this form as justification for the purchase and be placed in sequential day/time order.

3. Payment will typically be disbursed every Thursday afternoon by 4 p.m.

F. PURCHASE REQUISITION (Submitted in System)

A Purchase Requisition notifies the Finance Department of a department's needs and ensures the correct item is identified. It must be submitted in advance to allow for competitive bids, ordering, and delivery. Requisitions should include quantity, description, weights, informal quotes, and a realistic delivery date. The electronic form prompts completion of all required fields.

G. THE PURCHASE ORDER (Generated Electronically)

The Purchase Order authorizes vendors to ship and invoice for goods. It serves as a contract between the vendor and the City. It is generated by the Finance Department and helps control and expedite purchasing.

H. SEALED BID FORMS (City Form)

The sealed (formal) bid process (purchases over \$100,000) is coordinated by the City Secretary* and the following forms are required: Bid Invitation Form, Specifications Form, Specifications Compliance Certification Form, and Bid Proposal Form.

1. The Bid Invitation Form is completed by the City Secretary for purchases over \$100,000 at the request of the Requesting Department Head. This form may also be used by the various departments for informal bid invitations (purchases under \$100,000) if desirable. **This form can be obtained from the City Secretary.**
2. The Specifications Form provides the vendor with clear, detailed descriptions of the article or articles to be purchased. It is the responsibility of the Requesting Department Head to see that the Specifications Form is drafted appropriately and provided to the City Secretary for inclusion in the bid packet. Specifications must be written to invite competition and not "closed" so that only one manufacturer or brand can meet the requirements. For some items, specific brand names, manufacturers, catalog numbers, etc. may be identified in the specifications, if the Form must include a space to the right of each specific item so that the vendor will be able to clearly and easily note whether the

specific item meets minimum specifications. Once completed by the vendor, this form must be returned to the City Secretary with the Bid Proposal Form.

3. The Specification Compliance Certification Form is added to the formal bid packet by the City Secretary. It must be completed by an authorized representative of the firm making the bid and must be submitted with the Bid Proposal Form. It certifies that the bid is being submitted with or without exceptions, and it requires a detailed explanation of any exceptions noted.
4. The Bid Proposal Form is also added to the formal bid packet by the City Secretary. This form must be completed by the vendor and returned to the City Secretary in a sealed envelope prior to the time of the formal bid opening. If necessary, this form can be modified to the item being bid.

It is the responsibility of the Requesting Department to provide the City Secretary with a list of vendors, including complete mailing addresses, if the bid packets are to be mailed.

The City Engineer and outside consulting engineers, in coordination with the City Secretary, prepare bid packets for some of the City's larger infrastructure items.

I. BUDGET ADJUSTMENT FORM (City Form)

This form transfers funds between expenditure accounts within a department and is submitted to the Finance Department for approval.

The form should include:

1. The account names and numbers
2. Amounts (should be equal and can be in whole dollars)
3. Reason for the transfer

If you have any questions regarding these purchasing policies and procedures, please contact the Finance Director.

RESOLUTION R-26-10

**A RESOLUTION BY THE CITY COUNCIL OF
THE CITY OF WOODWAY, TEXAS,
ADOPTING THE CITY OF WOODWAY
PURCHASING POLICY; AND
DETERMINING THAT THE MEETING AT
WHICH THIS RESOLUTION IS PASSED WAS
NOTICED AND HAS BEEN OPEN TO THE
PUBLIC AS REQUIRED BY LAW**

WHEREAS, Section 7.13 of the City of Woodway Charter authorizes the Finance Director to establish purchasing procedures for city departments to follow.

WHEREAS, an internal purchasing policy was created and distributed to City of Woodway staff on May 30, 2000, and amended in 2001, 2014, 2020, and 2025 to reflect procedures outlines in Chapter 252 of the Local Government Code and purchasing threshold Ordinance adopted by the Woodway City Council.

WHEREAS, during the Fiscal Year 2025 audit, BrookWatson & Co. recommended that the revised policy should be formally approved by City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODWAY, TEXAS:

That the City of Woodway Purchasing Policy, most recently updated in 2025 to align with current requirements of the Texas Local Government Code as it applies to formal competitive bidding and historically underutilized businesses (HUB) contractor language, be formally adopted by City Council.

That it is hereby officially found and determined that the meeting at which this resolution is passed was noticed and has been open to the public as required by law.

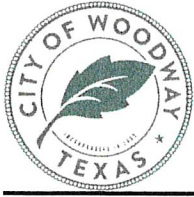
PASSED AND APPROVED this the 8th day of June 2026.

CITY OF WOODWAY, TEXAS

Amine Qourzal, Mayor

ATTEST:

Kasia Redden, City Secretary



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: June 8, 2026

Prepared By: Brenda Hernandez, Finance Director

Approved By:

- Presentation, Report and/or Discussion Only
- Public Hearing/Related Action
- Individual Discussion/Action
- Consent
- Executive Session

Caption:

Discussion and possible action regarding the adoption of a new five-year water and wastewater rate plan.

Background Information:

At the May 11, 2026, City Council meeting, Willdan Financial Services presented the preliminary results of the water and wastewater rate study. Willdan presented a 5-year water and wastewater rate plan as follows:

SCENARIO STATUS QUO | OVERVIEW

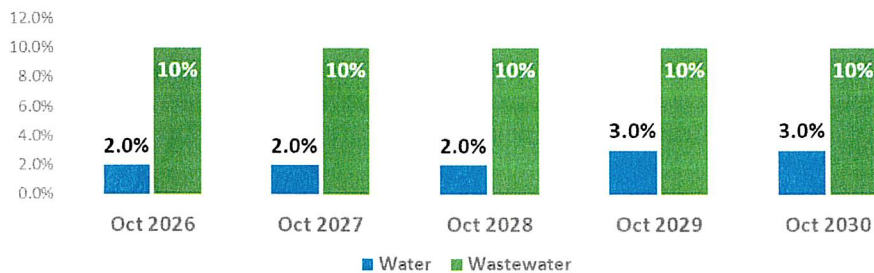


Recommend implementation of 5-year rate plan:

- No change in fundamental water and wastewater rate structure
- Uniform percentage adjustments; higher increases for WW
- First adjustment is scheduled for October 2026, with others to take effect in October of subsequent years
- Will require +/- \$1.0M fund balance drawdown in the first two years (FY2026 - FY2027) to minimize rate increases and support the Utility until wastewater revenues reach sustainable levels

Wastewater increases are higher due to:

- Currently under-recovering revenues
- Higher debt issuances add to cost of service



Effective combined W+WW rate increases are between 5% and 7% per year depending on year, customer class, actual consumption, and meter size

See detailed rate model attached.

Financial Impact:

Total of Proposed Expenditure: \$

Amount Budgeted: \$

Account No.:

If not budgeted, other funding options:

Staff Recommendation:

Staff recommends that Council adopt the five-year water and wastewater rate plan recommended by Willdan Financial Services.

**CITY OF WOODWAY
WATER/WASTEWATER COST OF SERVICE MODEL**

Current
Effective Oct-26
Effective Oct-27
Effective Oct-28
Effective Oct-29
Effective Oct-30

**City Rate Plan -- 10 Year Summary
Scen: 2026 05 20 -- Scenario I -- Status Quo**

1 Water Monthly Rates and Charges

CITY Water Rate and Charges

W1 Residential Inside

Monthly Minimum Charge

Size	Current	Effective Oct-26	Effective Oct-27	Effective Oct-28	Effective Oct-29	Effective Oct-30
3/4" \$	33.60 \$	34.27 \$	34.96 \$	35.66 \$	36.73 \$	37.83
1"	33.60	34.27	34.96	35.66	36.73	37.83
1 1/2"	33.60	34.27	34.96	35.66	36.73	37.83
2"	33.60	34.27	34.96	35.66	36.73	37.83
3"	33.60	34.27	34.96	35.66	36.73	37.83
4"	33.60	34.27	34.96	35.66	36.73	37.83
6"	33.60	34.27	34.96	35.66	36.73	37.83

Volume Rate/1,000 Gal

Volume	Current	Effective Oct-26	Effective Oct-27	Effective Oct-28	Effective Oct-29	Effective Oct-30
2,001 15,000	3.99	4.07	4.15	4.23	4.36	4.49
15,001 35,000	5.04	5.14	5.24	5.35	5.51	5.67
35,001 Above	6.55	6.68	6.81	6.95	7.16	7.37
-	-	-	-	-	-	-
-	-	-	-	-	-	-

W2 Commercial Inside

Monthly Minimum Charge

Size	Current	Effective Oct-26	Effective Oct-27	Effective Oct-28	Effective Oct-29	Effective Oct-30
3/4" \$	44.10 \$	44.98 \$	45.88 \$	46.80 \$	48.20 \$	49.65
1"	54.60	55.69	56.81	57.94	59.68	61.47
1 1/2"	67.20	68.54	69.91	71.31	73.45	75.66
2"	98.70	100.67	102.69	104.74	107.88	111.12
3"	159.60	162.79	166.05	169.37	174.45	179.68
4"	317.10	323.44	329.91	336.51	346.60	357.00
6"	317.10	323.44	329.91	336.51	346.60	357.00

Volume Rate/1,000 Gal

Volume	Current	Effective Oct-26	Effective Oct-27	Effective Oct-28	Effective Oct-29	Effective Oct-30
2,001 15,000	3.99	4.07	4.15	4.23	4.36	4.49
15,001 35,000	5.04	5.14	5.24	5.35	5.51	5.67
35,001 Above	6.55	6.68	6.81	6.95	7.16	7.37
-	-	-	-	-	-	-

**CITY OF WOODWAY
WATER/WASTEWATER COST OF SERVICE MODEL**

Current Effective Oct-26 Effective Oct-27 Effective Oct-28 Effective Oct-29 Effective Oct-30

**City Rate Plan -- 10 Year Summary
Scen: 2026 05 20 -- Scenario I -- Status Quo**

W3 Irrigation Inside

Monthly Minimum Charge

3/4"	\$	-	\$	-	\$	-	\$	-	\$	-
1"		-		-		-		-		-
1 1/2"		-		-		-		-		-
2"		-		-		-		-		-
3"		-		-		-		-		-
4"		-		-		-		-		-
6"		-		-		-		-		-

Volume Rate/1,000 Gal

-	13,000	3.99	4.07	4.15	4.23	4.36	4.49
13,001	33,000	5.04	5.14	5.24	5.35	5.51	5.67
33,001	Above	6.55	6.68	6.81	6.95	7.16	7.37
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

W4 Wholesale

Monthly Minimum Charge

3/4"	\$	-	\$	-	\$	-	\$	-	\$	-
1"		-		-		-		-		-
1 1/2"		-		-		-		-		-
2"		-		-		-		-		-
3"		-		-		-		-		-
4"		-		-		-		-		-
6"		-		-		-		-		-

Volume Rate/1,000 Gal

-	Above	3.50	4.12	4.24	4.37	4.50	4.64
-	Above	3.50	4.12	4.24	4.37	4.50	4.64
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

**CITY OF WOODWAY
WATER/WASTEWATER COST OF SERVICE MODEL**

Current
Effective Oct-26
Effective Oct-27
Effective Oct-28
Effective Oct-29
Effective Oct-30

**City Rate Plan -- 10 Year Summary
Scen: 2026 05 20 -- Scenario I -- Status Quo**

W5 Base Only

Monthly Minimum Charge

3/4"	\$	40.00	\$	40.00	\$	40.00	\$	40.00	\$	40.00
1"		40.00		40.00		40.00		40.00		40.00
1 1/2"		40.00		40.00		40.00		40.00		40.00
2"		40.00		40.00		40.00		40.00		40.00
3"		40.00		40.00		40.00		40.00		40.00
4"		40.00		40.00		40.00		40.00		40.00
6"		40.00		40.00		40.00		40.00		40.00

Volume Rate/1,000 Gal

-	Above	-	-	-	-	-	-	-	-
-	Above	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-

W6 Fire Hydrant

Monthly Minimum Charge

3/4"	\$	44.10	\$	44.98	\$	45.88	\$	46.80	\$	48.20	\$	49.65
1"		54.60		55.69		56.81		57.94		59.68		61.47
1 1/2"		67.20		68.54		69.91		71.31		73.45		75.66
2"		98.70		100.67		102.69		104.74		107.88		111.12
3"		159.60		162.79		166.05		169.37		174.45		179.68
4"		317.10		323.44		329.91		336.51		346.60		357.00
6"		317.10		323.44		329.91		336.51		346.60		357.00

Volume Rate/1,000 Gal

2,001	15,000	3.99	4.07	4.15	4.23	4.36	4.49
15,001	35,000	5.04	5.14	5.24	5.35	5.51	5.67
35,001	Above	6.55	6.68	6.81	6.95	7.16	7.37
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

CITY OF WOODWAY WATER/WASTEWATER COST OF SERVICE MODEL						
	Current	Effective Oct-26	Effective Oct-27	Effective Oct-28	Effective Oct-29	Effective Oct-30

Packet Page Number 30

City Rate Plan -- 10 Year Summary
Scen: 2026 05 20 -- Scenario I -- Status Quo

W7 Residential Outside

Monthly Minimum Charge

	3/4"	\$		50.40	\$	51.41	\$	52.44	\$	53.48	\$	55.09	\$	56.74
	1"			50.40		51.41		52.44		53.48		55.09		56.74
	1 1/2"			50.40		51.41		52.44		53.48		55.09		56.74
	2"			50.40		51.41		52.44		53.48		55.09		56.74
	3"			50.40		51.41		52.44		53.48		55.09		56.74
	4"			50.40		51.41		52.44		53.48		55.09		56.74
	6"			50.40		51.41		52.44		53.48		55.09		56.74

Volume Rate/1,000 Gal

	2,001	15,000		5.99		6.10		6.23		6.35		6.54		6.74
	15,001	35,000		7.56		7.71		7.87		8.02		8.26		8.51
	35,001	Above		9.83		10.02		10.22		10.43		10.74		11.06
	-	-		-		-		-		-		-		-
	-	-		-		-		-		-		-		-

W8 Commercial Outside

Monthly Minimum Charge

	3/4"	\$		66.15	\$	67.47	\$	68.82	\$	70.20	\$	72.30	\$	74.47
	1"			81.90		83.54		85.21		86.91		89.52		92.21
	1 1/2"			100.80		102.82		104.87		106.97		110.18		113.48
	2"			148.05		151.01		154.03		157.11		161.83		166.68
	3"			239.40		244.19		249.07		254.05		261.67		269.53
	4"			475.65		485.16		494.87		504.76		519.91		535.50
	6"			475.65		485.16		494.87		504.76		519.91		535.50

Volume Rate/1,000 Gal

	2,001	15,000		5.99		6.10		6.23		6.35		6.54		6.74
	15,001	35,000		7.56		7.71		7.87		8.02		8.26		8.51
	35,001	Above		9.83		10.02		10.22		10.43		10.74		11.06
	-	-		-		-		-		-		-		-
	-	-		-		-		-		-		-		-

**CITY OF WOODWAY
WATER/WASTEWATER COST OF SERVICE MODEL**

Current
Effective Oct-26
Effective Oct-27
Effective Oct-28
Effective Oct-29
Effective Oct-30

**City Rate Plan -- 10 Year Summary
Scen: 2026 05 20 -- Scenario I -- Status Quo**

W9 Irrigation Outside

Monthly Minimum Charge

3/4"	\$	-	\$	-	\$	-	\$	-	\$	-
1"		-		-		-		-		-
1 1/2"		-		-		-		-		-
2"		-		-		-		-		-
3"		-		-		-		-		-
4"		-		-		-		-		-
6"		-		-		-		-		-
8"		-		-		-		-		-

Volume Rate/1,000 Gal

-	13,000	5.99	6.10	6.23	6.35	6.54	6.74
13,001	33,000	7.56	7.71	7.87	8.02	8.26	8.51
33,001	Above	9.83	10.02	10.22	10.43	10.74	11.06

W10 W10

Monthly Minimum Charge

3/4"	\$	-	\$	-	\$	-	\$	-
1"		-		-		-		-
1 1/2"		-		-		-		-
2"		-		-		-		-
3"		-		-		-		-
4"		-		-		-		-
6"		-		-		-		-
8"		-		-		-		-

Volume Rate/1,000 Gal

-	Above	-	-	-	-	-	-
-	Above	-	-	-	-	-	-
-	Above	-	-	-	-	-	-
-	Above	-	-	-	-	-	-
-	Above	-	-	-	-	-	-

CITY OF WOODWAY WATER/WASTEWATER COST OF SERVICE MODEL						
	Current	Effective Oct-26	Effective Oct-27	Effective Oct-28	Effective Oct-29	Effective Oct-30

City Rate Plan -- 10 Year Summary
Scen: 2026 05 20 -- Scenario I -- Status Quo

2 Wastewater Monthly Rates and Charges

Residential

Monthly Minimum Charge

	3/4" \$	30.14 \$	33.15 \$	36.47 \$	40.12 \$	44.13 \$	48.54
	1"	30.14	33.15	36.47	40.12	44.13	48.54
	1 1/2"	30.14	33.15	36.47	40.12	44.13	48.54
	2"	30.14	33.15	36.47	40.12	44.13	48.54
	3"	30.14	33.15	36.47	40.12	44.13	48.54
	4"	30.14	33.15	36.47	40.12	44.13	48.54
	6"	30.14	33.15	36.47	40.12	44.13	48.54
	8"	30.14	33.15	36.47	40.12	44.13	48.54

Volume Rate/1,000 Gal

	- Above	3.62	3.98	4.38	4.82	5.30	5.83
	- Above	3.62	3.98	4.38	4.82	5.30	5.83

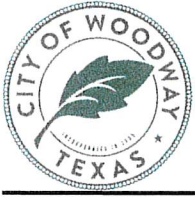
Commercial

Monthly Minimum Charge

	3/4"	34.35	37.79	41.56	45.72	50.29	55.32
	1"	34.35	37.79	41.56	45.72	50.29	55.32
	1 1/2"	34.35	37.79	41.56	45.72	50.29	55.32
	2"	34.35	37.79	41.56	45.72	50.29	55.32
	3"	34.35	37.79	41.56	45.72	50.29	55.32
	4"	34.35	37.79	41.56	45.72	50.29	55.32
	6"	34.35	37.79	41.56	45.72	50.29	55.32
	8"	34.35	37.79	41.56	45.72	50.29	55.32

Volume Rate/1,000 Gal

	- Above	3.62	3.98	4.38	4.82	5.30	5.83
	- Above	3.62	3.98	4.38	4.82	5.30	5.83



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: June 8, 2026

Prepared By: Jennifer Rogers, ACM

Approved By: _____

- Presentation, Report and/or Discussion Only
- Public Hearing/Related Action
- Individual Discussion/Action
- Consent
- Executive Session

Caption:

Discussion and consider action on Resolution R-26-11, amending the City of Woodway Master Fee Schedule regarding rental fees for The Pavilion and Carleen Bright Arboretum

Background Information:

During the Quarterly Financial Report Presentation at the April 27, 2026 City Council meeting, the Pavilion and Arboretum Department was directed to review rental revenues and potential fee changes. Staff researched comps for various event venues throughout Central Texas with similar amenities and capacity to compare rental fees, potential rental packages, and discounts to remain competitive with comparable venues.

Staff prepared the attached proposed pricing guide, which includes recommended amended rental fees for the Pavilion, Whitehall, and Gazebo venues.

Financial Impact:

Total of Proposed Expenditure: \$
 Amount Budgeted: \$
 Account No.:
 If not budgeted, other funding options:

Staff Recommendation:

Approve Resolution R-26-11, amending the City of Woodway Master Fee Schedule regarding rental fees for The Pavilion and Carleen Bright Arboretum

WOODWAY MASTER FEE SCHEDULE

CITY OF WOODWAY MASTER FEE SCHEDULE I. PUBLIC SAFETY FEES

A. Alarm monitoring		
1.	Nonvalid burglar alarms responded to during a 12-month period	
a.	Five (5) or less	No charge
b.	Six (6) or more	\$35.00 each
2.	Nonvalid holdup alarms responded to during a 12-month period	
a.	Two (2) or less	No charge
b.	Three (3) to four (4)	\$50.00 each
c.	Five (5) to six (6)	\$100.00 each
d.	Seven (7) or more	\$150.00 each
B. Animal control		
1.	Special exemption permit application fee	\$100.00
2.	Pickup fee	
a.	First pickup of animal (waived if animal is chipped)	\$100.00
b.	Second pickup of animal	\$125.00
c.	Third and subsequent pickups	\$150.00
d.	Overnight boarding fee (per night)	\$ 25.00
C.	Permit for liquefied flammable gas container	\$80.00
D. Fire services		
1.	Installation and remodeling of fire protection system	
a.	Hood and duct suppression systems	\$55.00 plus \$3.00/head
b.	Sprinkler systems	\$75.00 plus \$0.50 /head
c.	Standpipe systems	\$100.00 plus \$5.00/outlet
d.	Fire pump installation	\$75.00
e.	Fire alarm system	\$75.00 plus \$1.50/device
f.	Commercial paint booth systems	\$75.00 plus \$2.50/head
g.	Additional permits initiated	\$35.00
2.	Installation and removal of fuel storage tanks and dispensing systems	
a.	Installation of underground or above ground storage tanks and/or dispensers	\$80.00 for first tank, plus \$25.00 per additional tank at same location and \$2.00/nozzle on dispensers
b.	Removal of underground storage tanks	\$75.00 for first tank, plus \$50.00 per additional tank at same location
3.	Single events or activities	
a.	Pyrotechnical display or fireworks display	\$150.00 plus \$250.00 for each hour of standby per fire company
b.	Special assembly activities	\$150.00 plus \$250.00 for each hour of standby per fire company
c.	Trench burn	\$150.00 plus \$250.00 for each hour of standby per fire company
E.	Solicitor permit – Commercial (for-profit)	\$30.00 non-refundable
F.	Solicitor Permit – Non-Commercial (not-for-profit)	\$25.00
G.	Solicitor – individual criminal history check	\$25.00 per person
H.	Solicitor – individual identification card	\$5.00 per person
I.	Massage Therapist permit (initial)	\$50.00
J.	Massage Therapist permit (renewal)	\$25.00
K.	Activity/Filming permit	\$50.00

This fee schedule reflects the current fees. Please see attached breakdown of proposed changes.

CITY OF WOODWAY MASTER FEE SCHEDULE II. CARLEEN BRIGHT ARBORETUM FEES

Note: Rate exceptions must be approved by the City Manager.

Note: Employee discount is available for full-time employees with a tenure of two years or more. The rental discount can only be redeemed once per calendar year. Rentals are subject to availability and blackout dates and must have prior approval by the City Manager. The employee must be a current Woodway employee at the time of the rental agreement and at the time of the event.

A. The Pavilion at the Carleen Bright Arboretum		
1.	All Day Rate (8:00 a.m. – midnight) – (10% discount for Woodway residents) (50% discount for Woodway employees Sunday-Friday 25% discount for Woodway employees on Saturday)	
a.	Sunday - Thursday	\$3,700.00
b.	Friday	\$4,200.00
c.	Saturday – all day rental only	\$4,700.00
2.	Hourly Rate (Sunday – Friday) – (10% discount for Woodway residents) (50% discount for Woodway employees Sunday-Friday 25% discount for Woodway employees on Saturday)	3 hour minimum
a.	Daytime (8:00 a.m. – 5:00 p.m.)	\$150.00/ hour
b.	Evening (5:00 p.m. – midnight)	\$300.00 / hour
3.	Kitchen Usage Fee	\$500.00
4.	Cleaning Fee	\$300.00
B. Grandy Gazebo & Event Lawn		
1.	All Day Rate (8:00 a.m. – 10:00 p.m.) (Only available Friday – Sunday in tandem with Pavilion rental)	\$1,000.00
2.	Hourly Rate (Monday - Thursday) – (10% discount for Woodway residents) (50% discount for Woodway employees Sunday-Friday 25% discount for Woodway employees on Saturday)	2 hour minimum
a.	Daytime (8:00 a.m. – 5:00 p.m.)	\$100.00/ hour
b.	Evening (5:00 p.m. – 9:00 p.m.)	\$200.00 / hour
C. Whitehall Center at the Carleen Bright Arboretum		
1.	All Day Rate (8:00 a.m. – 10:00 p.m.) – (10% discount for Woodway residents) (50% discount for Woodway employees Sunday-Friday 25% discount for Woodway employees on Saturday)	
a.	Sunday-Thursday	\$1,450.00
b.	Friday	\$1,950.00
c.	Saturday – all day rental only	\$2,450.00
2.	Hourly Rate (Sunday – Friday) – (10% discount for Woodway residents) (50% discount for Woodway employees Sunday-Friday 25% discount for Woodway employees on Saturday)	3 hour minimum
a.	Daytime (8:00 a.m. – 5:00 p.m.)	\$150.00/ hour
b.	Evening (5:00 p.m. – midnight)	\$300.00 / hour
3.	Kitchen Usage Fee	\$ 350.00
4.	Cleaning Fee	\$200.00
D. Field Trip Tour		
1.	10 – 25 kids	\$40.00
2.	26 – 50 kids	\$80.00
3.	51 – 75 kids	\$120.00
4.	76 – 100 kids	\$160.00
E. Farmers Market Booth Fees		
1.	Monthly Market Vendor Fee	\$40.00
2.	Specialty Market Vendor Fee	\$50.00

CITY OF WOODWAY MASTER FEE SCHEDULE
III. REFUSE SERVICES FEES

A. Residential							
1.	Household single residential unit						\$24.90/month, twice/week pickup
2.	Large trash/bulky item (per call)						\$90.15/load
B. Commercial							
1.	Hand pickup (per container)						\$32.64/month
2.	Bulk dumpsters/containers						
a.	Per month - scheduled pickups per week						
	<u>Size</u>	<u>1/Wk or Extra Pickup</u>	<u>2/Wk</u>	<u>3/Wk</u>	<u>4/Wk</u>	<u>5/Wk</u>	<u>6/Wk</u>
	2 Yd	\$129.11	\$238.18	\$349.48	\$456.33	\$565.40	\$708.98

	3 Yd	\$139.13	\$257.10	\$378.42	\$496.40	\$611.04	\$765.74
	4 Yd	\$150.26	\$276.02	\$404.02	\$527.56	\$657.78	\$826.96
	6 Yd	\$183.65	\$341.69	\$496.40	\$654.44	\$812.49	\$1,016.17
	8 Yd	\$223.71	\$410.70	\$607.70	\$777.99	\$963.86	\$1,207.61
	Compactor	\$355.05	\$707.87	\$1,060.69	\$1,415.74	\$1,773.01	\$2,128.06
3. Roll-off containers (per haul, minimum one haul per billing period)							
a. On call, non-scheduled							
	1) 15 yard						\$247.09
	2) 20 yard						\$267.12
	3) 30 yard						\$287.15
	4) 40 yard						\$307.19
	5) Compactor						\$318.00
b. Regular, scheduled (minimum one haul per billing period)							
	1) 15 yard						\$233.73
	2) 20 yard						\$253.76
	3) 30 yard						\$297.17
	4) 40 yard						\$348.37
c. Deposit						All roll-off/container billing accounts are required to maintain a deposit in the amount equal to one haul charge which will be applied to the final bill	
d. Delivery fee						\$155.00	
e. Excessive weight, per each ton over 10 ton maximum						\$27.83	
4. Locking lids							
a. Monthly rate (per container)						\$12.50 /Month	
5. Recycle bin is complimentary						additional bin \$4/month	
6. Convenience fees: Credit/Debit Card Fee						3.00% of the transaction	

CITY OF WOODWAY MASTER FEE SCHEDULE
IV. PARKING PERMITS

Long-term parking special permit	\$100.00/permit
----------------------------------	-----------------

CITY OF WOODWAY MASTER FEE SCHEDULE
V. GARAGE SALE/ESTATE SALE PERMITS FEES

A. Garage sale permit fee	\$10.00
B. Estate sale permit fee	\$50.00

CITY OF WOODWAY MASTER FEE SCHEDULE
VI. PARK FACILITY RENTAL FEES

A. Pavilion – All Parks	
1.	
a. Woodway residents	\$18.00/hour
b. Non-Woodway residents	\$20.00/hour
2. Electrical accessibility Water accessibility	
	\$5.00 each
3. Excessive water usage fee (for water slides and etc.)	
	\$30.00
4. Excessive electricity usage fee (for overloads)	
	At cost - for City staff and electrician
B. Gazebo - Poage Park	
1.	
a. Woodway residents	\$10.00/hour

b.	Non-Woodway residents	\$12.00/hour
2.	Electrical accessibility	\$5.00 each
3.	Excessive electricity usage fee (for overloads)	At cost - for City staff and electrician
C.	Special Event Permit	\$100.00/day

CITY OF WOODWAY MASTER FEE SCHEDULE
VII. WATER RATE SCHEDULE

A.	Residential service within the city limits	
1.	First 2,000 gallons	\$ 33.60 /month
2.	2,001 to 15,000 gallons	\$ 3.99/thousand
3.	15,001 to 35,000 gallons	\$ 5.04 thousand
4.	35,001 gallons and over	\$ 6.55 thousand
B.	Commercial service within the city limits	
1.	First 2,000 gallons (3/4" meter), minimum	\$44.10/month
2.	First 2,000 gallons (1" meter), minimum	\$54.60/month
3.	First 2,000 gallons (1.5" meter), minimum	\$67.20 month
4.	First 2,000 gallons (2" meter), minimum	\$98.70/month
5.	First 2,000 gallons (3" meter), minimum	\$159.60/month
6.	First 2,000 gallons (4" to 8" meter), minimum	\$317.10/month
7.	2,001 to 15,000 gallons	\$ 3.99 /thousand
8.	15,001 to 35,000 gallons	\$ 5.04 /thousand
9.	35,001 gallons and over	\$ 6.55 /thousand
C.	Irrigation Meters	
1.	0-13,000 gallons	\$ 3.99/thousand
2.	13,001 to 33,000 gallons	\$ 5.04/thousand
3.	33,001 gallons and over	\$ 6.55/thousand
D.	Service outside the city limits	1.5 times the rate for inside the city limits
E.	Service within the city, by multiple users	
1.	First 2,000 gallons	\$33.60/month, times number of users served
2.	2,001 to 15,000 gallons	\$3.99/thousand, times number of users served
3.	15,001 to 35,000 gallons	\$5.04/thousand, times number of users served
4.	35,001 gallons and over	\$6.55/thousand, times number of users served

CITY OF WOODWAY MASTER FEE SCHEDULE
VIII. WATER SERVICE CONNECTION FEES

A.	Deposit for residential service	
1.	Owners	\$100.00
2.	Renters	\$200.00
B.	Deposit for commercial water service (based on meter size)	
1.	3/4" meter; 1" meter; 1.5" meter; 2" meter	\$100.00
2.	3" meter	\$150.00
3.	4" - 8" meter	\$300.00
C.	Deposit for fire hydrant meter	\$300.00
D.	Initial turn-on fee	\$20.00
E.	Delinquent processing fee	\$15.00
F.	Reconnection fee - working hours (Monday - Friday, 8:00 a.m. - 5:00 p.m.)	\$50.00
G.	Reconnection fee - after hours	\$95.00
H.	Re-read fee - after original read and one re-read	\$20.00
I.	Meter testing fee	\$130.00
J.	Collection Service Fee	17% of gross amount collected

CITY OF WOODWAY MASTER FEE SCHEDULE
IX. WASTE WATER RATE SCHEDULE

A. Residential service		
1.	Base (0 g.)	\$30.14/month
2.	Usage per 1,000 gallons (based on average water consumption of monthly service periods beginning in January and February)	\$3.62/thousand
B. Commercial service		
1.	Base	\$34.35/month
2.	Usage per 1,000 gallons (based on average water consumption of monthly service periods beginning in January and February)	\$ 3.62/ thousand
C. Any discharge to the sewer works stronger than 250 milligrams per liter BOD and/or 250 milligrams per liter suspended solid, must be approved by the City		
1.	Additional surcharge (per milligram per liter of BOD in excess of 250 milligrams per liter per 1,000,000 gallons of flow)	\$0.08
2.	Additional surcharge (per milligram per liter of suspended solids in excess of 250 milligrams per liter per 1,000,000 gallons of flow)	\$0.10

CITY OF WOODWAY MASTER FEE SCHEDULE
X. BUILDING PERMITS AND OTHER COMMUNITY SERVICES & DEVELOPMENT DEPARTMENT FEES

A. General construction permit fees (Penalty for no permit: Double fee for first offense; double fee +\$200.00 for subsequent offenses)		
1.	New residential/commercial/industrial building/deck/patio cover, per square foot of total slab space + floor space of upper levels Minimum fee	\$0.21 \$75.00
2.	Additions (changes of footprint located within five feet of main structure) per square foot of added area Minimum fee	\$0.21 \$75.00
3.	Repairs/remodels/alterations, per square foot of repaired/remodeled/altered area (unless specified below) Minimum fee	\$0.40 \$75.00
a.	Replacement of windows/doors only	\$75.00
4.	Accessory structures (located five feet or more from main structure)	
a.	Buildings	\$40.00 for accessory building ≤ 200 square feet \$75.00 for accessory building ≥ 201 square feet
b.	Wind & Solar energy systems	\$200.00 each
c.	PODS/temporary storage container – per 30 calendar days, with a maximum of 60 days per one-year period	\$25.00 per 30 calendar days
5.	1st inspection review	\$50.00
	2nd inspection review	\$75.00
	3rd inspection review	\$125.00
6.	Swimming pool/spa permit	\$100.00
7.	Repair/recover/reroof existing buildings	\$40.00
8.	Lawn sprinkler system permit with new or replacement backflow assembly	\$45.00
9.	Miscellaneous - non-permit inspections	\$35.00
10.	Plumbing, mechanical, electrical, and natural gas/propane	
a.	All residential new construction/remodels/additions (unless specified below)	\$.06/square feet of living space
b.	All commercial new construction/remodels/additions (unless specified below)	\$9.00 per each \$1,000.00 of construction cost Minimum \$75.00
c.	Plumbing:	
	(1) Water heater replacement	\$40.00
	(2) Replace/repair water and/or sewer yard lines (no tunneling)	\$35.00

d.	Electrical:	
	(1) Service changeout only	\$75.00
	(2) Meter repair only	\$35.00
	(3) Roof-mounted solar panel installation only	\$75.00
	(4) Generator installation only	\$75.00
	(5) Commercial electrical release (existing structure)	\$35.00
e.	Mechanical:	
	(1) Service changeout	\$125.00 up to two unit; add \$50.00 per additional unit
	(2) Duct work changeout only	\$35.00
f.	Natural gas/propane leak repair and testing	\$35.00
11.	Commercial parking lot	\$150.00
12.	Grading/Site preparation	\$50.00
13.	Drive approach	\$50.00 per approach
14.	No permit (working without required permit)	Double permit fee
B.	Signs	
1.	Face changes only	\$25.00
2.	Non-electrical signs:	
	Zero (0) to thirty-six (36) square feet face area, each sign/side	\$25.00
	All over thirty-six (36) square feet area, each sign/side	\$50.00
3.	Electrical signs (per face):	\$90.00
C.	House moving	
1.	House moved outside city limits	\$50.00
2.	House moved within city limits	\$100.00
D.	Demolition - Minimum fee, plus actual costs incurred in the event the City is required to perform any services	\$50.00
E.	Water system tap charges	
1.	Where tap already exists and can be readily located	
a.	3/4" meter water availability fee	\$550.00
b.	1" meter water availability fee	\$600.00
c.	Change out 3/4" meter to 1" meter at same location	\$400.00
2.	Where tap does not exist, is not readily located, or paving cut required, the applicant will reimburse the actual costs incurred by the City based on current labor rates, materials, and equipment costs	
a.	1" water tap / 3/4" meter	Minimum \$1,500.00
b.	1" water tap / 1" meter	Minimum \$1,500.00
3.	Larger mainline tap	Fee computed using standard fees plus the additional cost of labor and materials, as determined by City Manager
4.	Other charges	Charges for existing service to larger service will be accomplished on a labor and materials cost basis, as determined by the City Manager
5.	Water meter equivalency fee	\$1,400.00 per LUE (living unit equivalent)
F.	Public sewer system tap charges (Mandatory connection to the sanitary sewer system is required within city's limits, except where the nearest sanitary sewer is more than two hundred (200) feet from any part of the property)	
1.	Mainline tap for standard 4" tap where tap already exists and can be readily located	\$325.00
2.	Mainline tap for standard 4" tap where tap is not readily available, manhole bore, or pavement cut is required, the applicant will reimburse the actual costs incurred by the City based on current labor rates, materials, and equipment costs	Minimum \$1,000.00
3.	Commercial tap	Cost to be determined by City Manager based on cost recovery
4.	Other taps	Cost to be determined by the City
G.	Public street and sidewalk construction permit charges	
1.	Permit to construct street, drive approach, sidewalk, street intersection, or curb and gutter	\$35.00
2.	Permit to open, dig into, remove the surface from, excavate, or bore/tunnel under any street, sidewalk, alley, public way or place	\$25.00

H. Platting fees		
1.	Preliminary plat/replat application fee	\$150.00
2.	Final plat, final replat, or amended plat application fee	\$250.00
3.	Preliminary plat/replat, final plat/replat, or amended plat review fees	
a.	First review (fee included with application fee)	\$0.00
b.	Subsequent review(s)	Applicant to reimburse City at cost
4.	Final plat, replat, or amended plat - County filing fee	Applicant to reimburse City at cost
I. Construction plan review		
1.	First review of non-residential construction plans	\$0.00
2.	Subsequent review(s) of non-residential construction plans	Applicant to reimburse City at cost
J.	Processing fee (due to public hearing requirements) for "Application to Develop in Planned Zoning" and "Application to Develop a Church or School in Residential Zoning"	\$300.00
K.	Processing fee (due to public hearing requirements) for "Application for Change in Zoning Classification"	\$300.00
L. Short-term rental permits		
1.	Initial application fee	\$500.00
2.	Application for renewal	\$300.00

**CITY OF WOODWAY MASTER FEE SCHEDULE
 XI. WOODWAY FAMILY CENTER FEES**

Note: Rate exceptions must be approved by the City Manager.

Note: Employee discount is available for full-time employees with a tenure of two years or more. The rental discount can only be redeemed once per calendar year. Rentals are subject to availability and blackout dates and must have prior approval by the City Manager. The employee must be a current Woodway employee at the time of the rental agreement and at the time of the event.

A.	League Registration	\$100.00 resident / \$120.00 non-resident per sport / season
B.	Clinics (Sports, S.T.E.A.M., & Events)	\$35.00 to \$200.00 resident/ \$55.00 to \$220.00 non-resident
C.	Party Event Rental (Party Room & Court 2) (50% discount for Woodway employees Sunday-Friday 25% discount for Woodway employees on Saturday)	\$50.00 per hour resident \$70.00 per hour non-resident (3 -hour minimum)
D.	Facility Rentals – Gym	Hourly Rental - \$50.00 - \$100 (3-hour minimum and tiered pricing, see WFC Facility Rental Guidelines)
		Security - \$50.00 Custodian - \$25.00
E.	Memberships -	Daily Rate - \$3.00 non-resident Weekly Rate - \$7.00 non-resident Monthly Rate - \$25.00 non-resident (add spouse) - \$10.00 non-resident
F.	Open Gym	Individual Day Pass - \$3.00 non-resident Family Day Pass - \$4.00 non-resident

**CITY OF WOODWAY MASTER FEE SCHEDULE
 SUMMARY OF AMENDMENTS AND ADOPTING RESOLUTIONS**

Resolution #	Date of Adoption	Section Amended
R-98-10	09/14/1998	Section I
R-98-16	11/09/1998	Section II.A - II.E.
R-99-05	02/22/1999	Section II.B.
R-99-08	03/22/1999	Section III.
R-99-09	04/12/1999	Section II.F.
R-99-14	07/12/1999	Section III.B.2.b.
R-99-17	08/09/1999	Section II.A.1.c. & 2.c.; II.G., IV

R-00-01	01/10/2000	Section V.A
R-00-05	02/28/2000	Section II.F.
R-00-12	09/11/2000	Section II.A.(1.b.-c. & 2.b.-c.); II.B.2.b.; II.E.; II.H.; III; IV
R-01-18	07/23/2001	Section II.A.(4.a.-b.)
R-01-19	09/10/2001	Section I.B.1.; II.A.(1.a.-b., 2.a.-b., & 3.); II.B.; II.D.; II.E.2.; III; VI
R-02-16	09/16/2002	Section II.B.; II.E.; II.E.2.; II.G.(1. & 2.)
R-03-11	09/15/2003	Section II.C.; II.D.; II.E.; II.H.; III.B.(3.c.)
R-03-21	12/08/2003	Section VII.A.-VII.D.; Section VIII.A.-VIII.B.
R-04-03	04/26/2004	Section IV.A. - IV.C.
R-04-08	08/23/2004	Section V.B.; Section IX.A.-IX.I.
R-04-13	09/13/2004	Section III.B.1.-4.; Section V.; Section VII.A.,B.,D.; Section IX.; Section X.
R-05-19	09/12/2005	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-05-19.
R-05-27	11/28/2005	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-05-27.
R-06-05	03/27/2006	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-06-05.
R-06-15	09/11/2006	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-06-15.
R-06-18	10/02/2006	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-06-18.
R-07-07	04/09/2007	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-07-07.
R-07-15	07/09/2007	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-07-15.
R-07-19	09/10/2007	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-07-19.
R-08-17	09/08/2008	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-08-17.
R-09-16	09/01/2009	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-09-16.
R-10-11	09/01/2010	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-10-11.
R-11-03	01/24/2011	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-11-03.
R-11-06	02/14/11	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-11-06.
R-11-16	08/29/11	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-11-16.
R-11-18	10/24/11	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-11-18.
R-12-02	01/09/12	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-12-02.
R-12-17	06/11/12	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-12-17.
R-12-20	08/20/12	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-12-20.
R-12-22	09/10/12	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-12-22.
R-12-23	09/24/12	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-12-23.
R-13-04	04/08/13	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-13-04.
R-13-07	09/03/13	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-13-07.
R-14-04	03/24/14	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-14-04.
R-14-11	09/05/14	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-14-11.
R-15-06	04/13/15	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-15-06.
R-15-10	06/22/15	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-15-10.
R-15-12	08/24/15	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-15-12.
R-16-16	08/29/16	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-16-16.
R-17-16	08/31/17	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-17-16.
R-18-16	08/30/18	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-18-16.
R-19-14	08/30/19	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-19-14.
R-20-14	08/24/20	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-20-14.
R-21-09	05/24/21	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-21-09.
R-21-12	08/23/21	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-21-12.
R-22-13	05/23/22	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-22-13.
R-22-16	08/22/22	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-22-16.
R-23-15	08/28/23	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-23-15.
R-24-18	08/26/24	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-24-18.
R-25-13	08/25/25	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-25-13.
R-26-06	03/16/26	All amendments are shown on redlined/highlighted text version which is permanently filed with Res. R-26-06.



PRELIMINARY DRAFT

DATE 6/8/24

PRICING GUIDE



CAPACITY: 300 with dance floor | 350 without dance floor | 450 standing room only

ALL DAY		HALF DAY	HOURLY
Tables & Chairs Set Up Bridal Suite AV/Projector Kitchen Cleaning Patios		Tables & Chairs Set Up Bridal Suite AV/Projector Kitchen Patios	Tables & Chairs Set Up Bridal Suite AV/Projector Kitchen Patios
PEAK SEASON	NON-PEAK	SUNDAY - FRIDAY	SUNDAY - FRIDAY 3 HR. MIN.
<i>SUNDAY - THURSDAY</i>		<i>8 AM - 5 PM</i>	<i>8 AM - 5 PM</i>
\$3,500	\$3,000	\$1,500	\$200 PER HOUR
<i>FRIDAY</i>		<i>2 PM - 11 PM</i>	<i>5 PM - 12 AM</i>
\$4,000	\$3,500	\$2,000	\$300 PER HOUR
<i>SATURDAY</i>		<i>CLEANING FEE</i>	<i>OPT. CLEANING FEE</i>
\$4,500	\$4,000	\$300	\$300

Security Officer Fee: **50/HR** (Required for events with alcohol). Payment is from the time you start serving until the end of the rental period. Not included in rental fee. Must be paid to the officer by cash or check the day of your event.

A completed agreement and a **minimum deposit of 50%** of the total costs are required to secure your event.

DISCOUNTS

Residents: 10% with proof of residency from a utility bill.

Military/First Responder: 15%

Non-Profit/School: 15%

Paid in Full: 15% (All Day Rentals)



WHITEHALL

AT THE ARBORETUM

PRELIMINARY DRAFT

DATE 6/8/24

PRICING GUIDE



CAPACITY: 80 with dance floor | 100 without dance floor | 175 standing room only

ALL DAY		HALF DAY		HOURLY
Tables & Chairs Set Up AV/TV Kitchen Cleaning Patio		Tables & Chairs Set Up AV/TV Kitchen Patio		Tables & Chairs Set Up AV/TV Kitchen Patio
PEAK SEASON	NON-PEAK	SATURDAY	SUN-FRI	SUNDAY - FRIDAY 3 HR. MIN.
<i>SUNDAY - THURSDAY</i>		<i>8 AM - 5 PM</i>		<i>8 AM - 5 PM</i>
\$1,800	\$1,400	\$1,350	\$1,000	\$150 PER HOUR
<i>FRIDAY</i>		<i>2 PM - 11 PM</i>		<i>5 PM - 12 AM</i>
\$2,400	\$2,000	\$1,600	\$1,250	\$200 PER HOUR
<i>SATURDAY</i>		<i>CLEANING FEE</i>		<i>OPT. CLEANING FEE</i>
\$2,800	\$2,400	\$200		\$200

Security Officer Fee: **50/HR** (Required for events with alcohol). Payment is from the time you start serving until the end of the rental period. Not included in rental fee. Must be paid to the officer by cash or check the day of your event.

A completed agreement and a **minimum deposit of 50%** of the total costs are required to secure your event.

DISCOUNTS

Residents: 10% with proof of residency from a utility bill.

Military/First Responder: 15%

Non-Profit/School: 15%

Paid in Full: 15% (All Day Rentals)



GAZEBO

AT THE ARBORETUM

PRELIMINARY DRAFT

DATE 6/8/24

PRICING GUIDE



CAPACITY: 350

ALL DAY

SUNDAY - FRIDAY

8 AM - 10 PM

\$1,000

Only available in tandem
with the Pavilion & Whitehall

HOURLY

MONDAY - THURSDAY | 2 HR. MIN.

8 AM - 5 PM

\$100 PER HOUR

5 PM - 8 PM

\$200 PER HOUR

Alcohol is not permitted on the grounds.
Chairs must be provided by a separate rental company.

A completed agreement and a **minimum deposit of 50%**
of the total costs are required to secure your event.

RESOLUTION R-26-11

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WOODWAY, TEXAS, AMENDING THE “MASTER FEE SCHEDULE”; REPEALING ALL RESOLUTIONS IN CONFLICT; DECLARING AN EFFECTIVE DATE; AND FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODWAY, TEXAS:

Section 1. That the City of Woodway’s current Master Fee Schedule (effective March 17, 2026, following the adoption of Resolution R-26-06) is hereby amended to implement and/or revise various fees related to City services as shown on the attachment to this resolution dated June 8, 2026, and incorporated herein by reference.

Section 2. That should any section, clause, or provision of this resolution be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this resolution or any other resolution of the City as a whole or any part thereof, other than the part so declared to be invalid.

Section 3. That this resolution shall become effective immediately upon passage and shall be applied to all charges on or after June 9, 2026.

Section 4. That it is hereby officially found and determined that the meeting at which this resolution is adopted was noticed and has been open to the public as required by law.

PASSED AND APPROVED this 8th day of June 2026.

CITY OF WOODWAY

Mayor

ATTEST:

Kasia Redden, City Secretary

May 18, 2026 – 5:30 p.m.

The Woodway City Council met in a regular meeting in the Donald J. Baker Council Chambers at Woodway City Hall, 922 Estates Drive, Woodway, Texas, on Monday, May 18, 2026, at 5:30 p.m. The following individuals were in attendance:

Mayor:	Amine Qourzal
Mayor Pro Tem:	Storey Cook
Councilmembers:	Janell Gilman, Ken Sury, Dave Whitby, Kyle Kriegel
Councilmembers Absent:	Meg Wallace
City Manager:	Adam Niolet
Assistant City Manager:	Jennifer Rogers
City Secretary:	Kasia Redden, City Secretary
City Staff:	Khalil El-Halabi, Steven Dvorak, Todd Gill, Hallie Hafer, Keith Lowrey, Katrina Barrett

Contract Staff: David Shaw, City Attorney

CALL MEETING TO ORDER

Mayor Qourzal called the meeting to order at 5:30 p.m.

INVOCATION AND PLEDGE

1. INVOCATION

Ken Sury gave the invocation.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the United States Flag was recited in unison.

PUBLIC COMMENT

3. THE CITY COUNCIL INVITES CITIZENS TO ADDRESS THE COUNCIL ON ANY MATTER, INCLUDING ITEMS ON THE AGENDA, EXCEPT PUBLIC HEARINGS THAT ARE INCLUDED ON THE AGENDA. COMMENTS RELATED TO PUBLIC HEARINGS WILL BE HEARD WHEN THE SPECIFIC HEARING STARTS. PLEASE LIMIT YOUR COMMENTS TO THREE (3) MINUTES PER RESOLUTION R-87-11. THE COUNCIL IS NOT PERMITTED TO TAKE ANY ACTION OR DISCUSS ANY ITEM NOT LISTED ON THE AGENDA. WHEN CALLED TO SPEAK, PLEASE STATE YOUR NAME AND ADDRESS, AND IF SPEAKING ON A SPECIFIC AGENDA ITEM, STATE THE ITEM BEFORE BEGINNING YOUR COMMENTS

There were no public comments.

PRESENTATIONS

4. INTRODUCTION OF NEW PUBLIC SAFETY OFFICER

Chief Khalil El-Halabi introduced Public Safety Officer Quinn Huntington, who spoke briefly to Council and the community members in attendance.

5. PRESENTATION OF YARD OF THE MONTH FOR MAY

Mayor Qourzal presented the Yard of the Month Award for May to Patricia Busby of 10005 Treeline.

6. RECOGNITION OF WOODWAY YOUTH COMMISSION MEMBERS AND GRADUATING SENIORS

Packet Page Number 47

WOODWAY CITY COUNCIL MINUTES

Page 2

May 18, 2026, at 5:30 p.m.

Chief El-Halabi, along with Corporal Griffin Kenneaster (former Community Resource Officer) and new Community Resource Officer Tyler Webb, introduced the Woodway Youth Commission and discussed their activities before recognizing two graduating seniors. Peyton Alexander was not in attendance, but Stephanie Starks was presented with a certificate by Mayor Qourzal.

7. PRESENTATION TO THE HEART OF TEXAS 100 CLUB

Chief El-Halabi and the Youth Commission presented a check to Heart of Texas 100 Club President Scott Holt (Lorena P.D. Chief), who also spoke briefly to those in attendance about the services provided by this organization. The donated funds were collected as part of the Youth Commission's annual Bound for the Brave race.

CONSENT AGENDA

The Consent Agenda consists of non-controversial, routine and budgeted items which require no public hearing. The Consent Agenda is subject to being approved with one single motion; however, the Mayor or any City Councilmember may remove any item from the Consent Agenda for separate discussion and consideration.

8. A. DISCUSSION AND CONSIDER ACTION ON MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD MAY 11, 2026, AT 5:30 P.M.
 - B. DISCUSSION AND CONSIDER ACTION ON APPROVAL OF MCLENNAN COUNTY BASIC EMERGENCY MANAGEMENT PLAN
9. DISCUSSION AND CONSIDER ACTION ON CONSENT AGENDA

There were no items removed from the Consent Agenda for further discussion.

Councilmember Gilman made a motion, seconded by Councilmember Whitby, that the Consent Agenda be approved as follows:

- A. Approve the minutes of the regular City Council meeting held May 11, 2026, at 5:30 p.m.
- B. Approve the McLennan County Basic Emergency Management Plan.

The motion carried unanimously.

CITY MANAGER AND CITY COUNCIL REPORTS

10. CITY MANAGER'S REPORT (BRIEFINGS OR UPDATES MAY BE PROVIDED REGARDING CITY SERVICES, ADMINISTRATIVE/PERSONNEL MATTERS, REAL ESTATE/DEVELOPMENT, INFRASTRUCTURE, EVENTS, REGULATIONS, COMMUNITY AND INTERGOVERNMENTAL RELATIONS ISSUES.)

City Manager Adam Niolet provided the following updates:

- Assistant City Manager Jennifer Rogers and City Secretary Kasia Redden have successfully completed their Certified Public Manager certification program. Mr. Niolet provided a brief description of the program requirements.
- The bid opening related to the TASA Sidewalk project grant will be held on June 11th at 3 PM.
- The Keep Texas Beautiful/Governor's Community Achievement Award project at Poage Drive is complete, and we are verifying that the lights are operational.
- Tater Hill well is back in service, bringing all city wells online.
- The 2026 Microseal bids and project are being reevaluated based on budget.
- A report on D. Guerra's progress over the last week, as well as the removal of equipment on the service road
- The splash pad at the Arboretum will be opening over the weekend.

Packet Page Number 48

WOODWAY CITY COUNCIL MINUTES

Page 3

May 18, 2026, at 5:30 p.m.

11. CITY COUNCIL REPORTS

There were no members who wished to give reports.

CLOSING ITEM

12. CONSIDER ACTION ON ADJOURNMENT

Mayor Pro Tem Cook made a motion, seconded by Councilmember Gilman, that the meeting be adjourned.

Mayor Qourzal adjourned the meeting at 5:49 p.m.

Kasia Redden, City Secretary

Amine Qourzal, Mayor



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: June 8, 2026

Prepared By: Kasia Redden

Approved By: _____

- Presentation, Report and/or Discussion Only
- Public Hearing/Related Action
- Individual Discussion/Action
- Consent
- Executive Session

Caption: Discussion and consider action on Resolution R-26-12, declaring a Speedaire air compressor, seven (7) brown rectangle tables, five (5) round tables, Sur-Gard server rack, four (4) lobby chairs, one (1) square brown table, and one (1) greenhouse as city property that is obsolete, unrepairable, or at the end of its useful purpose and authorizing the disposal of same by any lawful means including without limitation treatment as waste, recycling, sale at public auction, and/or transfer to qualified recipient for permissible use

Background Information:

The City has the following items to be declared excess property:

Public Safety Department:

- Speedaire Air Compressor, model number 4TW29C and serial number G125251 (non-working)
- Seven (7) rectangle tables, City property numbers PSD10448, PSD10451, and PSD10458
- Five (5) round tables, no model or property numbers found
- Sur-Gard Server Rack, model number SG-BP3X(UA362), serial number 340630, City property number PSD10584
- Four (4) lobby chairs, City property numbers 3TCG0X and 36CG06
- Square lobby table, no model or property numbers found

Carleen Bright Arboretum:

- Greenhouse building (non-functional, decorative/aesthetic only)

Resolution R-26-12 declares the above-described property as excess to the City’s needs and directs that the property be disposed of as the department deems appropriate and in the best interest of the City. These items are typically listed for resale through public auction, sold as scrap, or disposed of if there is

RESOLUTION R-26-12

WHEREAS, certain property has become excess to the City's needs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODWAY, TEXAS:

That the property listed below is declared excess to the City's needs.

Public Safety Department:

- Speedaire Air Compressor, model number 4TW29C and serial number G125251 (non-working)
- Seven (7) rectangle tables, City property numbers PSD10448, PSD10451, and PSD10458
- Five (5) round tables, no model or property numbers found
- Sur-Gard Server Rack, model number SG-BP3X(UA362), serial number 340630, City property number PSD10584
- Four (4) lobby chairs, City property numbers 3TCG0X and 36CG06
- Square lobby table, no model or property numbers found

Carleen Bright Arboretum:

- Greenhouse building (non-functional, decorative/aesthetic only)

Be it further resolved that the Sur-Gard Server Rack, lobby chairs, and lobby table may have value on the used or secondary market, and it is in the best interest of the City to sell it at auction.

Be it further resolved that the Speedaire air compressor, rectangle tables, round tables, and greenhouse are not operational, or of no or insignificant value, and it is in the best interest of the City to dispose of these items as waste.

City staff are hereby directed to dispose of the property accordingly, and the City Manager or his designee is authorized to execute any documents necessary to accomplish these directives.

That it is hereby officially found and determined that the meeting at which this Resolution is adopted was noticed and has been open to the public as required by law.

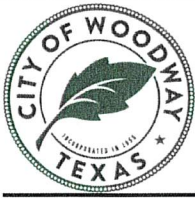
PASSED AND APPROVED this the 8th day of June 2026.

CITY OF WOODWAY, TEXAS

Amine Qourzal, Mayor

ATTEST:

Kasia Redden, City Secretary



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: June 08, 2026

Prepared By: Mitch Davison *MD*

Approved By: *[Signature]*

- Presentation, Report and/or Discussion Only
- Public Hearing/Related Action
- Individual Discussion/Action
- Consent
- Executive Session

Caption:

Discussion and consider action to award a contract in response to Request for Bids #26-02, for 2026 Microsurfacing Improvements to Viking Construction, the lowest responsible bidder, in an amount not to exceed \$ 400,000.00, and authorizing the City Manager to execute any documents in connection therewith

Background Information:

Bids were received from three (2) contractors with the apparent low bidder being Viking Construction. The bids received are as follows:

CONTRACTOR	BID
VIKING CONSTRUCTION	\$431,924.00
INTERMOUNTAIN SLURRY	\$445,623.08

The amount was reviewed by the City Engineer and City Staff recommends the award of the base bid to Viking Construction. A bid summary is attached for review. The contract scope will be reduced to keep the amount within the budgeted amount of \$400,000.

Financial Impact:

Total of Proposed Expenditure: Not to exceed \$400,000.00
 Amount Budgeted: \$400,000.00
 Account No.: 302-4301-4317201 (Project #30230)
 If not budgeted, other funding options:

Staff Recommendation:

Staff recommends City Council award Bid #26-02(), City of Woodway 2026 Micro-Surfacing Improvements, to Viking Construction in the amount not to exceed \$400,000.00.



Job No.

Calc No.

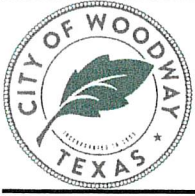
Bid Summary

<i>Project</i>	FY 2026 Microsurfacing Improvements	<i>Prepared By</i>	mrd
<i>System</i>	Proposal Summaries	<i>Date</i>	5/8/2026
<i>Component</i>	Microseal	<i>Reviewed By</i>	
<i>Task</i>	Bid Tabulation	<i>Date</i>	

Purpose

Summarize bids received on FY 2026 Microseal Improvements project.

	Description	Intermountain Slurry Seal	Viking Const.	Engineer OPC
Base Bid	Base Bid	\$ 445,623.08	\$ 431,924.00	\$ 392,813.40
	TOTAL BASE BID	\$ 445,623.08	\$ 431,924.00	\$ 392,813.40
Calendar Days	Calendar days to complete	30	30	30
Unit Prices	Microseal Unit Price	\$ 4.18	\$ 4.00	\$ 3.90



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: June 8, 2026

Prepared By: Kasia Redden

Approved By: _____

- Presentation, Report and/or Discussion Only
- Public Hearing/Related Action
- Individual Discussion/Action
- Consent
- Executive Session

Caption: Discussion and consider action on consent agenda

Background Information:

The following items are included on the consent agenda:

- A. Discussion and consider action on minutes of the regular City Council meeting held May 18, 2026, at 5:30 p.m.
- B. Discussion and consider action on Resolution R-26-12, declaring a Speedaire air compressor, seven (7) brown rectangle tables, five (5) round tables, Sur-Gard server rack, four (4) lobby chairs, one (1) square brown table, and one (1) greenhouse as city property that is obsolete, unrepairable, or at the end of its useful purpose and authorizing the disposal of same by any lawful means including without limitation treatment as waste, recycling, sale at public auction, and/or transfer to qualified recipient for permissible use
- C. Discussion and consider action to award a contract in response to Request for Bids #26-02, for 2026 Microsurfacing Improvements to Viking Construction, the lowest responsible bidder, in an amount not to exceed \$400,000.00, and authorizing the City Manager to execute any documents in connection therewith

Financial Impact: Please see individual items on consent agenda.

Staff Recommendation: Approve all items on the consent agenda, as presented.



MISCELLANEOUS ITEMS FOR COUNCIL

Distributed with June 8, 2026, City Council Meeting Packet

- Tentative list of agenda items for future meetings

Upcoming Calendar Items of Interest

- | | |
|---------------------|--|
| - Monday, June 8 | Budget Workshop #1 – 4:30 p.m. – 5:30 p.m. |
| - Monday, June 8 | Regular City Council meeting – 5:30 p.m. |
| - Tuesday, June 9 | Regular Planning & Zoning meeting – 5:00 p.m. |
| - Thursday, June 11 | Boards & Commissions Appreciation Dinner – 6:30 p.m. |
| - Tuesday, June 16 | Budget Workshop #2 – 10:00 a.m. – 12:00 p.m. |
| - Friday, June 19 | Juneteenth (city offices closed) |