NOTICE OF SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS

Notice is hereby given that, beginning at 5:00 p.m. on Tuesday, November 17, 2026, and continuing from day to day thereafter if necessary, the City Council of the City of Harker Heights, Texas, will hold a special meeting in the Kitty Young Council Chamber at 305 Miller's Crossing, Harker Heights, Texas 76548. The subjects to be discussed are listed in the following agenda:

MEETING AGENDA

I. **INVOCATION:**

II. **PLEDGE OF ALLEGIANCE:**

I Pledge Allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Honor the Texas Flag. I pledge allegiance to thee Texas; one State under God, one and indivisible.

III. **ROLL CALL:**

IV. **MAYORAL PROCLAMATIONS AND PRESENTATIONS:**

1. Proclamation declaring November 18, 2026, as "GIS Day".
   Proclamation

V. **PRESENTATIONS BY CITIZENS:**

Citizens who desire to address the Council on any matter may do so during this item. Please understand that while the Council appreciates hearing your comments, State law (Texas Gov't Code §551.042) prohibits them from: (1) engaging in discussion other than providing a statement of specific factual information or reciting existing City policy, and (2) taking action other than directing Staff to place the matter on a future agenda. Please state your name and the city of residence for the record and limit your comments to three minutes.

VI. **CONSENT ITEMS:**

1. Discussion and possible action regarding the approval of the minutes of the Regular Meeting of the City Council held on October 27, 2026, and the Special Meeting of the City Council held on November 3, 2026.
   27 Oct 2026 - Minutes
   03 Nov 2026 - Minutes

VII. **PUBLIC HEARINGS:**

1. Conduct a public hearing to discuss and take possible action regarding a request for an ordinance to change zoning designation from RT-1 (Townhouse Single-Family Dwelling District) to R-MU (Mixed Residential) on properties described as Kern Terrace 3rd Ext, Block 002, Lot 0009 and Lot 0010, generally known as 211 and 213 Cynthia Drive, Harker Heights, Bell County, Texas. (Ordinance #2026-27; Director of Planning/Building Official)
   Z26-17 Staff Report - Pdf

VIII. **MATTERS FOR DISCUSSION:**

1. Receive and discuss a presentation from Keith Sledd, Executive Director of the Heart of Texas Defense Alliance (HOTDA) regarding an update on current and future activities. (Assistant City Manager-Hawkins)
   Staff Report - Pdf

2. Receive and discuss a review of the City's Governance Policy. (City Manager)
   Staff Report - Pdf

3. Receive and discuss the City Manager's Report.

IX. **ITEMS FROM COUNCIL AND ANNOUNCEMENTS:**

1. Councilmember closing statements.

2. Updates and comments from the Mayor.

X. **ADJOURNMENT:**

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Harker Heights, Texas, a place readily accessible to the general public at all times, on the 9th of November 2026, by 5:00 p.m. and remained posted for at least three continuous business days preceding the scheduled date of said meeting.

Julie Helsham
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 254-953-5600, or FAX 254-953-5614, or email jhelsham@harkerheights.gov for further information. Pursuant to Chapter 551 of the Government Code the City Council reserves the right to go into Closed Meeting on any item listed above if deemed necessary. Note: On occasion the City Council may consider agenda items out of order.

Harker Heights
The Bright Star Of Central Texas

PROCLAMATION

WHEREAS, Geographic Information Systems (GIS) turn geographical information into much more than physical locations on a map; and

WHEREAS, in an emergency, GIS mapping helps 911 dispatchers identify locations and helps police officers, firefighters, and emergency medical personnel find the people who need them; and

WHEREAS, Harker Heights uses GIS to document streets, water lines, valves, meters, and fire hydrants, helping City crews plan improvements, maintain utilities, and respond to service problems; and

WHEREAS, GIS can help organize garbage collection routes, guide street and storm drainage maintenance, and improve the delivery of everyday City services; and

WHEREAS, GIS helps City planners and residents better understand zoning, property information, development opportunities, and infrastructure needs as Harker Heights plans for the future; and

WHEREAS, the City recognizes the GIS professionals whose behind-the-scenes work serves residents every day and encourages students and residents to explore the possibilities of this technology.

NOW, THEREFORE, I, Michael Blomquist, Mayor of the City of Harker Heights, do hereby proclaim November 18, 2026, as

GIS day

In Witness Whereof, I have signed this Proclamation and have affixed the Seal of the City of Harker Heights, Texas, this 17th day of November 2026.

_____
Michael D. Blomquist, Mayor
Harker Heights, Texas

Minutes of the City of Harker Heights Council Meeting that was called to order on Tuesday, October 27, 2026, at 5:00 PM, in the Kitty Young Council Chamber at the Harker Heights City Hall at 305 Miller's Crossing, Harker Heights, Texas 76548, with the following members present:

ROLL CALL:
Mayor Michael Blomquist
Mayor Pro-Tem Sam Halabi
Councilmember, Place 1 Brian Burt
Councilmember, Place 2 Shane Hodyniak
Councilmember Place 3 Jesse Lee Myles, III
Councilmember, Place 4 Roxanne Flores - Virtually

City Manager David Mitchell
City Secretary Julie Helsham
City Attorney, Charlie Olson

PRESENTATIONS BY CITIZENS:

There were no citizen comments.

1. Council received and discussed a presentation from the American Legion regarding the Harker Heights Healthy Homes Program and the Parks and Recreation Department. Assistant City Manager Betiale Hawkins made the presentation. Commander Finley, American Legion Post 573, made the presentation and presented a check for $1,500 to the Harker Heights Healthy Homes Program and a check for $1,500 the Parks and Recreation Department.

No action taken.

CONSENT ITEMS:

1. Discussion and possible action regarding the approval of the minutes of the Regular Meeting of the City Council held on October 13, 2026.

Councilmember, Place 2 Shane Hodyniak made a motion to approve the Consent Agenda as presented. Mayor Pro-Tem Sam Halabi seconded the motion. Carried unanimously.

RECESS INTO EXECUTIVE SESSION:

At 5:08 p.m. Mayor Blomquist announced a closed meeting for the following purposes:

Pursuant to the following designated section of the Texas Government Code, Annotated, Chapter 551, the Council may convene into executive session to discuss the following:

A) Pursuant to Sec. 551.071 Tex. Gov't Code – Consultation with attorney on confidential matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 Texas Govt Code.

No action was taken during the closed session.

RECONVENE CITY COUNCIL MEETING:

Mayor Blomquist reconvened into open session at 5:56 p.m.

PUBLIC HEARINGS:

1. Council conducted a public hearing to discuss and take possible action regarding an ordinance of the City of Harker Heights, Texas, extending the boundary limits of the City of Harker Heights and annexing into the City of Harker Heights a tract of 134.05 acres of land; granting all inhabitants of said tract all of the rights and privileges of all citizens of the City of Harker Heights; and adopting a service plan. David Mitchell, City Manager, made the presentation.

Mayor Blomquist opened the Public Hearing at 5:58 p.m.

The following individuals spoke in opposition to the annexation during the Public Hearing:

- Travis Parks, Salado, Texas.
- Randy Harris, Georgetown, Texas.

Councilmember, Place 2 Shane Hodyniak made a motion to approve Ordinance 2026-03 of the City of Harker Heights, Texas, extending the boundary limits of the City of Harker Heights and annexing into the City of Harker Heights a tract of 134.05 acres of land; granting all inhabitants of said tract all of the rights and privileges of all citizens of the City of Harker Heights; and adopting a service plan. Councilmember, Place 1 Brian Burt seconded the motion. Carried unanimously.

REGULAR BUSINESS:

1. Council discussed and considered the approval of a Resolution of the City Council of the City of Harker Heights, Texas, awarding a primary depository services contract to Extraco Banks, and authorizing the City Manager to negotiate a contract on behalf of the City. Ayesha Lealiiee, Finance Director, and Tim Pinon, Valley View Consulting, LLC, made the presentation.

Councilmember, Place 1 Brian Burt made a motion to approve Resolution 2026-35 of the City Council of the City of Harker Heights, Texas, awarding a primary depository services contract to Extraco Banks, and authorizing the City Manager to negotiate a contract on behalf of the City. Mayor Pro-Tem Sam Halabi seconded the motion. Carried unanimously.

2. Council discussed and considered potential future use or disposition of the city-owned property located at 100 East Beeline Lane. David Mitchell, City Manager, made the presentation.

Councilmember, Place 1 Brian Burt made a motion to authorize the City Manager to proceed with lease negotiations with American Veterans Mission. Councilmember, Place 2 Shane Hodyniak seconded the motion. Carried unanimously.

3. Council received and discussed a presentation from the Harker Heights Chamber of Commerce regarding the Food, Wine, and Brew Fest.

No action taken.

4. Council received and discussed the City Manager's Report.

No action taken.

ITEMS FROM COUNCIL AND ANNOUNCEMENTS:

1. Councilmember closing statements.

Councilmember Burt submitted the following comments for the record:

- 14 October 2026, I attended the Harker Heights Citizens Public Safety Academy – I attended another day and the topics were ‘Arrest, Search and Seizure’. This class is great for any resident wanting to learn more about public safety in our wonderful city.

- 15 October 2026, I attended the Harker Heights Chamber of Commerce Ribbon Cutting Ceremony for Equitable Advisors located at 331 Indian Trail, Harker Heights, Texas 76548 – It was a full house during this ceremony on the North side of Harker Heights. The Chambers from Killeen and Temple were also present and presented the owner, Mr. Kevin Thomas, with certificates and gifts welcoming him as a business owner. On behalf of the Harker Heights Chamber and myself I present the Chamber's certificate to the business owner and thanked him for choosing Harker Heights as his location.
- 17 October 2026, I attended a book sale event at the Harker Heights Activity Center, 400 Indian Trail, Harker heights, Texas 76548, hosted by Friends of the Library Harker Heights – This was a great event and I got to meet the organizers, volunteers and some book buyers.
- 17 October 2026, I attended the 18th Annual Harker Heights Chamber of Commerce Food, Wine and Brew Festival – It was a great event, and I stayed pretty much the whole time, again. I met many great people from around the area. I look forward to next year's event. I would like to thank Mrs. Moon of the Harker Heights Chamber of Commerce, her staff, volunteers and the employees of the City of Harker Heights for a wonderful event.
- 19 October 2026, I attended the Harker Heights Citizens Public Safety Academy – I attended another class to learn more about our wonderful city. Today's topics were 'Code Enforcement and Animal Control'.
- 20 October 2026, I visited Jaybird Learning Academy, 500 Veterans Memorial Blvd, Harker Heights, Texas 76548 – I went to learn more about what their business offered to Harker Heights disabled adult residents and the surrounding communities. I met with the owners, Mr. Marcel and Mrs. Alicia Bowen, and they gave me a tour of the facility, and they spoke about what they can offer our great city.
- 26 October 2026, I attended the Harker Heights Citizens Public Safety Academy – I attended another class to learn even more about our wonderful city. The night's topic was 'Criminal Investigations Evidence'.

Councilmember Flores submitted the following comments for the record:
Good evening, Mayor, fellow Councilmembers, City Manager, staff, and constituents.
Since our last Council meeting, I've had several opportunities to connect with our community, support local businesses, recognize outstanding accomplishments, and continue learning more about the people and departments that make Harker Heights such a special place.

- October 14 & 19 – Citizens Public Safety Academy. I want to begin by giving a special shout-out to our Harker Heights Police and Fire Departments for the outstanding job they've done with the Citizens Public Safety Academy. I attended sessions on October 14 and October 19, and I have to say, this program has been phenomenal! I've learned something new at every single session, and it's given me an even greater appreciation for the work our first responders do every day to keep our community safe. A special thank-you to the officers, firefighters, and staff who take the time to share their knowledge, answer questions, and provide such an engaging learning experience. I would strongly encourage all Harker Heights residents, as well as newly elected City Councilmembers, to take advantage of this opportunity. It's one thing to hear about public safety operations during Council meetings, but it's another to learn about them firsthand. Thank you again to our Police and Fire Departments for putting together such an informative and worthwhile program!
- October 16 – D-BAT Ribbon Cutting in Nolanville. On October 16, I attended the ribbon-cutting celebration for D-BAT in Nolanville. It was wonderful to see a new business opening in our neighboring community and to connect with business and community leaders from throughout Central Texas. Congratulations to the D-BAT team, and I wish them continued success!
- October 17 – Harker Heights Food, Wine & Brew Fest. On October 17, I attended the Harker Heights Food, Wine & Brew Fest. It was a wonderful opportunity to enjoy a community event, visit with residents, and support the local businesses and vendors who participated. Events like this bring people together and showcase the community spirit that makes Harker Heights special.
- October 22 – Coffee with a Cop at Papa's Café. On October 22, I attended Coffee with a Cop at Papa's Café. I always appreciate opportunities to connect with members of our Police Department and residents in a relaxed, welcoming environment. Thank you to the Harker Heights Police Department for continuing to build relationships, encourage open communication, and strengthen trust within our community. I also want to thank Papa's Café for providing a welcoming space for these important conversations.
- October 22 – Texas Environmental Leadership Awards. Also on October 22, I had the honor of attending the Texas Environmental Leadership Awards Ceremony, where we celebrated two outstanding recognitions. Fort Hood Recycle and the Cen-Tex Sustainable Communities Partnership received the

Environmental Education Award, recognizing their collaborative efforts to promote environmental education and stewardship throughout Central Texas. I was especially excited to celebrate Harker Heights resident Kandice Hines, who received the prestigious Cis Myers Leadership Award! It's wonderful to see individuals and organizations from our region recognized at the state level for their dedication to environmental leadership and community service. Congratulations to both award recipients! Your accomplishments are something our entire Central Texas community can celebrate.

- October 24 – Operation Stand Down. On October 24, I attended Operation Stand Down, an event focused on connecting veterans with resources, services, and community support. As a community with strong military ties, it's important that we continue supporting those who have served our country. I appreciate the organizations, volunteers, and community partners who work together to help ensure our veterans have access to the resources and assistance they need.
- Heart-to-Heart with Roxanne. 100 Conversations. One Community. I also want to share an exciting update on my continued commitment to meeting our constituents where they are. Since my last update, I've personally connected with 11 additional constituents, bringing my total to 73 constituents since being elected! My goal is to personally meet and talk with at least 100 constituents by the end of the year, so we're now at 73 and counting — just 27 to go! These conversations aren't just about numbers. They're about building relationships, listening to concerns, hearing new ideas, and making sure the people I represent know their voices matter. Whether it's over coffee, at a community event, at a local business, or simply meeting someone where it's convenient for them, I want to remain accessible and engaged with our community.
- Closing. As I conclude, I want to thank the people of Harker Heights for the opportunity to serve. Every meeting I attend, every organization I visit, every partnership I build, and every conversation I have, gives me another opportunity to listen, learn, and better serve our community. Serving with Heart. Leading with Purpose**.** Those words guided my campaign, and they continue to guide my service as your Councilmember. I remain committed to listening, learning, and leading with integrity as we work together to make Harker Heights an even stronger community. Thank you, and it is truly an honor and privilege to serve.

2. Updates and comments from the Mayor.

Mayor Blomquist submitted the following comments for the record and provided the following highlights:

- October 15th – I attended the Harker Heights High School Football game at Leo Buckley Stadium where the Harker Heights Knights beat the Bryan Vikings 73 to 7. Go Knights!
- October 16th – I attended the Fort Hood United States Army Garrison Change of Responsibility Ceremony where Command Sergeant Major Lloyd Rhoades pasted the Garrison colors to Command Sergeant Major Kristopher Tate. Thank you, CSM Rhoades for all your leadership and service to our Nation, and welcome CSM Tate.
- October 16th – I later attended CSM Lloyd Rhoades retirement ceremony honoring his 27+ years of honorable service to our Nation. We wish him, his wife Shari, and their family all the best and well wishes in retirement from the US Army, and starting their next chapter in life.
- October 16th – I attended the D-Bat Ribbon Cutting ceremony in Nolanville, welcoming a new state-of-the-art batting experience for players of all ages.
- October 17th – I attended the Harker Heights Farmers' Market at City Hall before heading over to attend and participate in the Harker Heights Chamber of Commerce 17th Food, Wine, & Brew Fest at the Harker Heights Community Park. Great fun event with great performances by the 1st Cav Rock Band, Jessica Maeve, OnEarth, and Jason Boland & the Stragglers!
- October 20th – I attended the Harker Heights Veterans Council Meeting at the Harker Heights Parks and Rec Conference Room, planning the Harker Heights Veterans Day Ceremony for November 5th at 6 p.m. at the Harker Heights Activity Center.
- October 21st – I attended the monthly KTMPO Transportation Planning Policy Board Meeting at the COG in Belton, Texas.
- October 21st – I attended with the Harker Heights City Manager, David Mitchell, the Harker Heights Chamber Board of Directors monthly meeting and gave updates on Harker Heights events and building permits pulled to date.

- October 22nd – I attended a Harker Heights Kudos award ceremony recognizing Johnny Widener from Harker Heights Pet Adoption for all the many things he does for our city's fur babies. Thanks, Johnny, for all you do!
- October 22nd – I attended the October Executive Committee meeting at the COG in Belton, Texas.
- October 24th – I attended the Harker Heights Farmers' Market at City Hall going strong from 9am to 1pm. Come check out your local market. See you there!

ADJOURNMENT:

There being no further business, the City of Harker Heights Regular City Council Meeting was adjourned at 6:31 p.m.

CITY OF HARKER HEIGHTS, TEXAS:

_____
Michael D. Blomquist
Mayor

ATTEST:

_____
Julie Helsham, City Secretary

Minutes of the City of Harker Heights Council Meeting that was called to order on Tuesday, November 3, 2026, at 5:00 PM, in the Kitty Young Council Chamber at the Harker Heights City Hall at 305 Miller's Crossing, Harker Heights, Texas 76548, with the following members present:

ROLL CALL: Mayor Michael Blomquist
Mayor Pro-Tem Sam Halabi
Councilmember, Place 1 Brian Burt
Councilmember, Place 2 Shane Hodyniak
Councilmember, Place 4 Roxanne Flores

City Manager David Mitchell
City Secretary Julie Helsham

ABSENT: Councilmember Place 3 Jesse Lee Myles, III

MAYORAL PROCLAMATIONS AND PRESENTATIONS:

1. Mayor Blomquist presented a Proclamation to Judge Billy Ray Hall, Jr., and the Municipal Court staff, declaring November 2nd-6th, 2026, as "Municipal Court Week".

PRESENTATIONS BY CITIZENS:

There were no citizen comments.

RECESS INTO EXECUTIVE SESSION:

At 5:09 p.m. Mayor Blomquist announced a closed meeting for the following purposes:

1. Pursuant to the following designated section of the Texas Government Code, Annotated, Chapter 551, the Council may convene into executive session to discuss the following:

   A) Pursuant to §551.074 of the Texas Government Code - Deliberate the appointment of public officers to the Planning and Zoning Commission/Building Standards Commission.

   B) Pursuant to §551.074 of the Texas Government Code - Deliberate the appointment of public officers to the Zoning Board of Adjustment.

   C) Pursuant to §551.072 of the Texas Government Code - Discussion regarding the purchase, exchange, lease, or value of real property in the City of Harker Heights which deliberation in an open meeting would have a detrimental effect on the City's position in negotiations with a third person.

No action was taken during the closed session.

RECONVENE INTO OPEN SESSION:

Mayor Blomquist reconvened into open session at 5:46 p.m.

REGULAR BUSINESS:

1. Council discussed and considered the appointment of members to the Planning & Zoning Commission (P&Z), Building Standards Commission (BSC), and Zoning Board of Adjustments (ZBA). Julie Helsham, City Secretary, made the presentation.

Councilmember, Place 4 Roxanne Flores made a motion to appoint the following members of the **Planning and Zoning Commission/Building Standards Commission** to take effect on January 1, 2027:

Position	Member	Term
Member	Frank Stewart	01/01/2027 – 12/31/2029
Member	Angelina Seyler	01/01/2027 – 12/31/2029
Member	Claudette Morgan-Scott	01/01/2027 – 12/31/2029
Alternate #1	Kaya Gearhard	01/01/2027 – 12/31/2029
Alternate #2	Rob Robinson	01/01/2027 – 12/31/2029
Alternate #3	Sean Allison	01/01/2027 – 12/31/2028 – Unexpired Term
Alternate #4	William O Britt, III	01/01/2027 – 12/31/2028 – Unexpired Term

Councilmember, Place 2 Shane Hodyniak seconded the motion. Carried unanimously.

Councilmember, Place 1 Brian Burt made a motion to appoint the following members of the **Zoning Board of Adjustment** to take effect on January 1, 2027:

Position	Member	Term
Member	Dr. Desi Roberts	01/01/2027 – 12/31/2028
Member	Dr. William Mack	01/01/2027 – 12/31/2028
Member	Dr. Angela Butts	01/01/2027 – 12/31/2027 – Unexpired Term
Alternate #1	Jeffrey Harris	01/01/2027 – 12/31/2028
Alternate #2	Brian Brannock	01/01/2027 – 12/31/2027 – Unexpired Term
Alternate #3	Anthony Scott	01/01/2027 – 12/31/2028

Councilmember, Place 4 Roxanne Flores seconded the motion. Carried unanimously.

2. Council discussed and considered the appointment of members to the Animal Advisory Committee; Harker Heights Arts Commission; Economic Development Advisory Committee; Library Board; Parks & Recreation/Tree Advisory/Keep Harker Heights Beautiful Board; Public Safety Commission; and Capital Improvement Advisory Committee. Julie Helsham, City Secretary, made the presentation.

Councilmember, Place 2 Shane Hodyniak made a motion to appoint the following members of **the Animal Advisory Committee** to take effect on January 1, 2027:

Position	Member	Term
Member	George Grammas	01/01/2027 – 12/31/2029
Member (City Rep)	Rose Ramon	01/01/2027 – 12/31/2029
Alternate #1	Judy Killgo	01/01/2027 – 12/31/2027
Alternate #2	Brittney Elmore	01/01/2027 – 12/31/2027

Mayor Pro-Tem Sam Halabi seconded the motion. Carried unanimously.

Councilmember, Place 4 Roxanne Flores made a motion to appoint the following members of the **Arts Commission** to take effect on January 1, 2027:

Position	Member	Term
Member	Nikia Tucker	01/01/2027 – 12/31/2029
Member (Chamber)	Yane Trevino	01/01/2027 – 12/31/2028 – Unexpired Term
Alternate #1	Kerry Ann Zamore Byrd	01/01/2027 – 12/31/2027
Alternate #2	Wanda Gunter	01/01/2027 – 12/31/2027

Councilmember, Place 2 Shane Hodyniak seconded the motion. Carried unanimously.

Councilmember, Place 4 Roxanne Flores made a motion to appoint the following members of the **Economic Development Advisory Committee** to take effect on January 1, 2027:

Position	Member	Term
Member	Michael Aycock	01/01/2027 – 12/31/2029
Member	Rodney Shine	01/01/2027 – 12/31/2029

Mayor Pro-Tem Sam Halabi seconded the motion. Carried unanimously.

Councilmember, Place 4 Roxanne Flores made a motion to appoint the following members of the **Library Board** to take effect on January 1, 2027:

Position	Member	Term
Member	Dina Damore	01/01/2027 – 12/31/2029
Alternate #1	Angela Villafana	01/01/2027 – 12/31/2027
Alternate #2	Christopher Thomas Ford	01/01/2027 – 12/31/2027

Councilmember, Place 1 Brian Burt seconded the motion. Carried unanimously.

Mayor Pro-Tem Sam Halabi made a motion to appoint the following members of the **Parks & Recreation/Tree Advisory Board/Keep Harker Heights Beautiful Board** to take effect on January 1, 2027:

Position	Member	Term
Member	Anson Booker	01/01/2027 – 12/31/2029
Member	David McClure	01/01/2027 – 12/31/2029
Member	Angie Wilson	01/01/2027 – 12/31/2029
Alternate #1	Bill Keeney	01/01/2027 – 12/31/2027
Alternate #2	Dawn Todman	01/01/2027 – 12/31/2027

Councilmember, Place 1 Brian Burt seconded the motion. Carried unanimously.

Councilmember, Place 2 Shane Hodyniak made a motion to appoint the following members of the **Public Safety Commission** to take effect on January 1, 2027:

Position	Member	Term
Member	John Footman	01/01/2027 – 12/31/2029
Member	John Moseley	01/01/2027 – 12/31/2029
Member	Nathan Sloan	01/01/2027 – 12/31/2028 – Unexpired Term
Alternate #1	Wyatt Wetzel	01/01/2027 – 12/31/2027
Alternate #2	Daniel Flores III	01/01/2027 – 12/31/2027

Mayor Pro-Tem Sam Halabi seconded the motion. Carried unanimously.

Councilmember, Place 2 Shane Hodyniak made a motion to appoint the following members of the **Capital Improvements Advisory Committee** to take effect on January 1, 2027:

Position	Member	Term
Member	Shondrea Harroon	01/01/2027 – 12/31/2029

Councilmember, Place 4 Roxanne Flores seconded the motion. Carried unanimously.

3. Council discussed and considered approving a Preliminary Plat referred to as The Sanctuary at Harker Heights Preliminary Plat, being 68.90 acres of land out of the James M. Cross Survey, Abstract No. 179 and the W.H. Webb Survey, Abstract No. 1016, Bell County, Texas, and being all of a called 20.00 acre tract of land as described by a deed to C.A. DOOSE & COMPANY, a Texas Corporation, recorded in Document No. 2022017402, Real Property Records in Bell County, Texas, and being all of a called 48.91 acre tract of land as described by a deed to said owner recorded in Document No. 2021051936, of said Property Records. Michael Beard, Director of Planning/Building Official, made the presentation.

Councilmember, Place 1 Brian Burt made a motion to approve with conditions of a request for a Preliminary Plat referred to as The Sanctuary at Harker Heights Preliminary Plat, being 68.90 acres of land out of the James M. Cross Survey, Abstract No. 179 and the W.H. Webb Survey, Abstract No. 1016, Bell County, Texas, and being all of a called 20.00 acre tract of land as described by a deed to C.A. DOOSE & COMPANY, a Texas Corporation, recorded in Document No. 2022017402, Real Property Records in Bell County, Texas, and being all of a called 48.91 acre tract of land as described by a deed to said owner recorded in Document No. 2021051936, of said Property Records, based on staff's recommendations and findings, with the following conditions:

a. All comments shall be addressed as directed by staff prior to submission of the Final Plat.

Councilmember, Place 4 Roxanne Flores seconded the motion. Carried unanimously.

4. Council discussed and considered approving a Final Plat referred to as Ranger Top Addition Final Plat, a 1.003 ACRE, situated in the Elizabeth Dawson Survey, Abstract 258, Bell County, Texas, and being all of that certain tract described as 1.0 acre in a General Warranty Deed with Vendor's Lien, to Ranger Top, LLC., recorded in Document No. 2022004499, Official Public Records of Real Property, Bell County, Texas. Michael Beard, Director of Planning/Building Official, made the presentation. Rabindra Adhikari, applicant, was present to speak on this item.

Councilmember, Place 1 Brian Burt made a motion to approve with conditions a request for a Final Plat referred to as Ranger Top Addition Final Plat, a 1.003 ACRE, situated in the Elizabeth Dawson Survey, Abstract 258, Bell County, Texas, and being all of that certain tract described as 1.0 acre in a General Warranty Deed with Vendor's Lien, to Ranger Top, LLC., recorded in Document No. 2022004499, Official Public Records of Real Property, Bell County, Texas, based on discussed recommendations and findings with the condition that all comments:

a. All comments shall be addressed as directed by staff prior to recordation of the Final Plat.

Mayor Pro-Tem Sam Halabi seconded the motion. Carried unanimously.

5. Council discussed and considered the approval of a Resolution of the City Council of the City of Harker Heights, Texas, authorizing the submission of an application for the 2027-2028 TxCDBG Community Development Fund competition. John McElroy, Public Works Director, made the presentation.

Mayor Pro-Tem Sam Halabi made a motion to approve Resolution #2026-36 of the City Council of the City of Harker Heights, Texas, authorizing the submission of an application for the 2027-2028 TxCDBG Community Development Fund competition. Councilmember, Place 4 Roxanne Flores seconded the motion. Carried unanimously.

6. Council discussed and considered the approval of a Signatory Resolution authorizing signatories for the 2027-2028 application and future grants administered through Texas Department of Agriculture TDA-GO grants online portal. John McElroy, Public Works Director, made the presentation.

Councilmember, Place 1 Brian Burt made a motion to approve Resolution #2026-37 authorizing signatories for the 2027-2028 application and future grants administered through Texas Department of Agriculture TDA-GO grants online portal. Councilmember, Place 2 Shane Hodyniak seconded the motion. Carried unanimously.

7. Council received and discussed the City Manager's Report.

No action taken.

MATTERS FOR DISCUSSION:

1. Council received and discussed a presentation regarding the City's Solid Waste Collection and Disposal Services. City Manager, David Mitchell, made the presentation.

No action taken.

ITEMS FROM COUNCIL AND ANNOUNCEMENTS:

1. Councilmember closing statements.

Councilmember Flores submitted the following comments for the record:

City Council Comments – November 3, 2026. Good evening, Mayor, fellow Councilmembers, City Manager, staff, and constituents. Since our last Council meeting, I've had several opportunities to connect with residents, support local organizations, and participate in activities that bring our community together.

October 29 – Harker Heights High School Football Game. On October 29, I attended the Harker Heights High School football game, and what a great evening it was! It was exciting to see so many residents come together to support our Knights. I especially enjoyed the opportunity to visit with families and connect with members of our community. And to make the evening even better, our Knights brought home a win! Congratulations to our players and coaches on a great game! I also want to recognize the teachers, school staff, and everyone behind the scenes who consistently do a phenomenal job supporting our students and making these events possible.

October 30 – Central Texas Training Center Grand Opening. On October 30, I had the pleasure of attending the grand opening of the Central Texas Training Center's new location. It's always exciting to celebrate organizations that are growing and investing in our Central Texas community. Congratulations to the leadership, staff, and everyone involved in making this new location a reality. I wish you continued success as you serve our community!

October 31 – Haunted Heights: Not-So-Scary Night. On October 31, I attended Haunted Heights: Not-So-Scary Night, hosted by our Harker Heights Parks and Recreation Department. It was wonderful seeing so many families, children, and residents enjoying a fun-filled Halloween celebration together. I want to give a special shout-out to our Parks and Recreation staff for their hard work, creativity, and dedication to providing family-friendly activities for our community. Events like this bring our residents together, create lasting memories, and remind us why Harker Heights is such a wonderful place to call home. Thank you to everyone who helped make this event possible!

November 2 – Harker Heights Citizens Public Safety Academy. On November 2, I attended another session of the Harker Heights Citizens Public Safety Academy. I continue to be impressed by this program. Every session provides an opportunity to learn something new and gain a deeper understanding of the work our public safety departments do to protect and serve our community. I want to once again thank our Harker Heights Police and Fire Departments for their dedication, professionalism, and willingness to share their knowledge with residents. I continue to encourage residents and fellow Councilmembers to participate in this outstanding program. It's truly been a valuable learning experience!

Heart-to-Heart with Roxanne. 100 Conversations. One Community**.** I also want to provide a quick update on my Heart-to-Heart with Roxanne initiative. Since my last report, I've had the opportunity to connect with one additional resident, bringing my total to 74 constituents since being elected! My goal is to personally connect with at least 100 constituents by the end of the year, which means I have just 26 more conversations to go!

While reaching 100 is my goal, what matters most is the opportunity to listen, learn, and build meaningful relationships with the people I represent. Every conversation gives me a better understanding of our community and reminds me of the importance of remaining accessible and engaged.

Closing. As I conclude, I want to thank our residents, city staff, schools, local businesses, and community partners for everything they do to make Harker Heights a wonderful place to live, work, and raise a family.
I remain committed to being present in our community, listening to our residents, and continuing to learn as I serve. Serving with Heart. Leading with Purpose. Thank you, and it remains an honor and privilege to serve.

2. Updates and comments from the Mayor.

Mayor Blomquist submitted the following comments for the record and provided the following highlights:

- October 28th – I attended the Fort Hood Community Services Council chaired by Major General Cox, Deputy III Armored Corps Commander where I presented updates and happenings in Harker Heights.
- October 28th – I attended the Harker Heights Chamber Music Friendly Board of Directors meeting at the Harker Heights Chamber of Commerce.
- October 29th – I attended the Monster Math Night Trunk or Treat event with Harker Heights Police Department and Harker Heights Fire Department at Mountain View Elementary School. Great fun event!
- October 29th – I attended a Kudos Award event for Joshuah Larremore and Mark Mata for the Harker Heights Fire Department. Thanks, Joshuah and Mark for all you do for our City.
- October 31st – I attended the hugely successful Harker Heights Haunted Heights / Farmers' Market event at Community Park. Attendance looked to well exceed 2,000+ people. Many vendors ran out of goods and candy for kids.
- November 2nd – I attended a Kudos Award event for Fabian Brooks from Harker Heights Permitting and Code Department. Thanks, Fabian, for all you do for our City.

Mayor Blomquist gave a shout out to everybody who participated in the Harker Heights Haunted Heights/Farmers' Market, especially the Parks Department, Police Department, Fire Department, and Municipal Court.

ADJOURNMENT:

There being no further business, the City of Harker Heights Regular City Council Meeting was adjourned at 7:09 p.m.

CITY OF HARKER HEIGHTS, TEXAS:

_____
Michael D. Blomquist
Mayor

ATTEST:

_____
Julie Helsham, City Secretary

City Council Memorandum

FROM: The Office of the City Manager **DATE: November 17, 2026**

CONDUCT A PUBLIC HEARING TO DISCUSS AND TAKE POSSIBLE ACTION REGARDING A REQUEST FOR AN ORDINANCE TO CHANGE ZONING DESIGNATION FROM RT-1 (TOWNHOUSE SINGLE-FAMILY DWELLING DISTRICT) TO R-MU (MIXED RESIDENTIAL) ON PROPERTIES DESCRIBED AS KERN TERRACE 3RD EXT, BLOCK 002, LOT 0009 AND LOT 0010, GENERALLY KNOWN AS 211 AND 213 CYNTHIA DRIVE, HARKER HEIGHTS, BELL COUNTY, TEXAS. (ORDINANCE #2026-27; DIRECTOR OF PLANNING/BUILDING OFFICIAL)

EXPLANATION:

REFERENCES:Ordinance #2026-27 / Zoning Case #Z26-17 / MGO Project #2026-192

The applicant is requesting a change from the current zoning designation of RT-1 (Townhouse Single-Family Dwelling District) to R-MU (Mixed Residential) on properties generally known as 211 and 213 Cynthia Drive, Harker Heights, Bell County, Texas.
These lots were platted as part of the Kern Terrace Third Extension in 1963. Bell County Property Tax Appraisal Records indicate these lots are currently vacant and consist of approximately 0.10 acres (4,356 square feet) per lot.

On May 14, 2024, these lots were rezoned from R-1 (One-Family Dwelling District) to the current zoning of RT-1 (Townhouse Single-Family Dwelling District).

STAFF ANALYSIS:

The current Land Use Plan and Comprehensive Plan identify this lot as Medium Density Residential (allowed zoning districts R1-M, R1-I, R1-A, R-2, R2-I, RT-1, R-MU, R-MH). This proposed zoning change is consistent with the adopted Comprehensive Plan and Land Use Plan.

Surrounding Land Uses
The existing land use for this lot is identified as vacant. Adjacent land uses and zoning districts include those identified in the table below:

	Existing Land Use	Land Use Plan	Zoning District
North	High Density Residential	Medium Density Residential	R-3 (Multi-Family Dwelling District)
South	Low Density Residential	Medium Density Residential	R-1 (One-Family Dwelling District)
East	Low Density Residential	Medium Density Residential	R-1 (One-Family Dwelling District)
West	Low Density Residential	Medium Density Residential	R-1 (One-Family Dwelling District)

Thoroughfare Plan

Cynthia Drive is classified as a Residential Street in the City's adopted Thoroughfare Plan and Mobility 2030 Plan. Per §154.01 of the City's code of ordinances, Residential Streets are defined as: "Streets whose primary function is to serve individual residential lots. They carry low traffic volumes at low speeds". Per §154.37(C), " Residential streets shall have a roadway surface that is 36 feet in width (back-of-curb to back-of-curb), with a minimum 60 feet of right-of-way. Where entrances to subdivisions are not part of a collector street, they shall be a minimum of 42 feet wide with 70 feet of right-of-way for a distance of 100 feet from the intersection. Residential streets shall have five-foot to six-foot wide residential sidewalks and amenities as indicated in the adopted sidewalk plan".

Flood Damage Prevention

No portion of this property lies within the 100-year or 500-year flood hazard areas.

Pharr vs. Tippett Considerations

1. The proposed use and rezoning are compatible with the current Comprehensive Plan and Land Use Plan.
2. The proposed use and rezoning will not have an adverse impact on surrounding properties.
3. The proposed use and rezoning are compatible with existing uses and zoning in the neighborhood.
4. The proposed use and rezoning will not pose an adverse impact to the public health, safety, or general welfare.

NOTICES:

Notice of this case was published in the Killeen Daily Herald on Sunday, September 6, 2026. Another notice of this case was published in the Killeen Daily Herald on Sunday, October 25, 2026.

Based on the most recently approved tax roll available, staff sent out seventy (75) notices to property owners within the 400-foot notification area, including the notice sent to Killeen Independent School District as required by Local Government Code Section 211.007 (c-1). As of October 4, 2026, zero (0) responses were received in favor of the request, and six (6) responses were received in opposition of the request.

Within the 200-foot notification area:

- Total area of land is ~ 139,995.37 sq. ft.
- Total area of land recommending denial is ~ 0 sq. ft.
- Percentage of land area recommending denial is ~ 0%

Any additional responses received after the above date will be provided during the meeting.

Per Texas Local Government Code Section 211.0061, for non-comprehensive zoning changes, property owners may file a written protest if they represent: (1) at least 20% of the subject property, (2) at least 20% of property within 200 feet, or (3) at least 60% of property within 200 feet when the request increases residential development (with limited/non-expanding commercial uses).

If a valid protest is filed, approval of the zoning change requires a three-fourths vote of the governing body for 20% protests, or a simple majority vote for qualifying 60% residential protests.

PLANNING & ZONING COMMISSION RECOMMENDATION:

The Planning & Zoning Commission met on September 30, 2026, and voted 8-0 to recommend approval of Case Z26-17 based on staff's recommendations and findings.

CITY COUNCIL CONSIDERATION

The City Council met on October 24, 2026, and voted to table this item for future consideration.

RECOMMENDATION:

Alternatives Considered

Staff considered two (2) alternatives for this case:

1. Recommend approval of the applicant's rezoning request as presented.
2. Recommend disapproval of the applicant's rezoning request based on Pharr v. Tippett considerations.

Staff Recommendation

Staff previously recommended **approval** of **Ordinance 2026-27**, for the request to change zoning designation from **RT-1 (Townhouse Single-Family Dwelling District)** to **R-MU (Mixed Residential)** on properties generally located at 211 and 213 Cynthia Drive, Harker Heights, Bell County, Texas.

Following the City Council's decision to table this item, staff is presenting the request without a recommendation and defers to City Council for further consideration and final determination.

ACTION BY THE CITY COUNCIL:

1. Motion to **approve** of Ordinance 2026-27 as read in the caption by the Mayor, based on the **discussed** recommendations and findings.
2. Motion to **disapprove with explanation** of Ordinance 2026-27 as read in the caption by the Mayor, based on the **discussed** recommendations and findings, with the following explanation:
    a. **The proposed use and rezoning are incompatible with existing uses and zoning in the neighborhood.**
3. Any other action deemed necessary.

ATTACHMENTS:

Z26-17_Application
Z26-17_KERN TERRACE 3E
Z26-17 Location
Z26-17_Existing Land Use
Z26-17 Land Use Plan
Z26-17 Zoning
Z26-17 Infill Zoning
Z26-17 Notification Response
Z26-17_Public Responses
Z26-17_PropOrdinance

Rezoning Request Application

Requirements - MUST BE COMPLETE OR WILL NOT BE ACCEPTED

This application must be completed and returned to the Planning and Development Department of the City of Harker Heights, Texas along with the following:

1. **Pre-Application Meeting Scheduled**
2. **Payment to the City of Harker Heights, refer to the most recently approved fee schedule**
3. **If zoning change will require amendment to the Land Use Plan (aka FLUM), there will be an additional fee - refer to most recently approved fee schedule**

City of Harker Heights
Planning & Development
305 Millers Crossing
Harker Heights, TX 76548
Phone: (254) 953-5600
Email:
planning@harkerheights.gov

Property Owner(s) Name: Rayham LLC **Date:** 9-1-26

Address: PO Box 2009

City/State/Zip: Harker Heights TX 76548

Phone: ~~254~~ **E-mail:**

Legal Description of Property:

Location of Property (Address if available): 211 Cynthia & 213 Cynthia

Lot: 0009/0010 Block: 002 Subdivision: Kern Terrace 3rd Ext.

Acres: Property ID: Survey:

For properties not in a recorded subdivision please submit a copy of a current survey showing the property's proposed to be changed, and/or legal field notes.

Proposed Use: Rmu

Current Zoning Classification: RT1 **Proposed Zoning:** Rmu

Current Land Use: Res. **Proposed Land Use:** Med. density

Applicant's Representative (if applicable):

Applicant's Representative: Raymond Hamden

Phone: **E-Mail:**

I, being the undersigned applicant of the property herein described, herby make application for approval of plans submitted and made a part of the application in accordance with the provisions of the City of Harker Heights Ordinances, and hereby certify that the information provided is true and correct to the best of my knowledge and belief.

I, being the undersigned applicant, understand that failure to appear to represent a request shall be deemed a request to withdraw the proposal, or _____ will represent the owner.

Rayham LLC - Raymond Hamden
Printed Name of Property Owner

Signature of Property Owner

Printed Name of Representative

Signature of Representative

SWORN AND SUBSCRIBED BEFORE ME ON THIS 2nd *DAY OF* Sept *, 20* 26.

Kristina Roach
SIGNATURE OF NOTARY PUBLIC

MY COMMISSION EXPIRES: 6/22/2029

KRISTINA ROACH
NOTARY PUBLIC STATE OF TEXAS
MY COMM. EXP. 6/22/29
NOTARY ID 133170496

STAFF ONLY -- DO NOT FILL OUT BELOW

Date Submitted: ☐ Pre-Application Meeting Receipt #:

Received By: Revised: 12/2022 Case #:

A/335 D

KERN TERRACE EXT. # 3

PROPOSED FUTURE DEVELOPMENT

ALL EASEMENTS 10 FEET

SCALE 1"=50'

9.46 ACRES

N 70°36' W

FUTURE STREET

MODIE DRIVE

RONALD DRIVE

CYNTHYA DRIVE

VALLEY VIEW

HARLEY DRIVE

TEDDY DRIVE

KERN TERRACE #1

S 19°24' W

N 19°24' E

S 70°36' E

EXISTING UTILITY EASEMENT

0.523 Ac. TRACT

I, FELIX J. MUELLER, A REGISTERED PUBLIC SURVEYOR IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THE ABOVE PLAT IS A SURVEY MADE ON THE GROUND AND IS TRUE AND CORRECT TO THE BEST OF MY BELIEF AND KNOWLEDGE.

Felix J. Mueller

FELIX J. MUELLER
STATE PUBLIC SURVEYOR
NO. 747

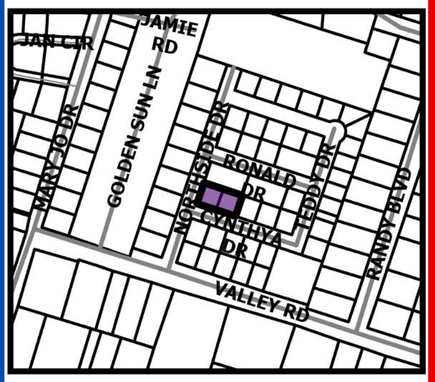
STATE OF TEXAS
FELIX J. MUELLER
747
REGISTERED PUBLIC SURVEYOR

M & S SURVEYING SERVICES
P.O. BOX 2204 PH.
401 W. NOLAN TRAIL
HARKER HEIGHTS, TEXAS

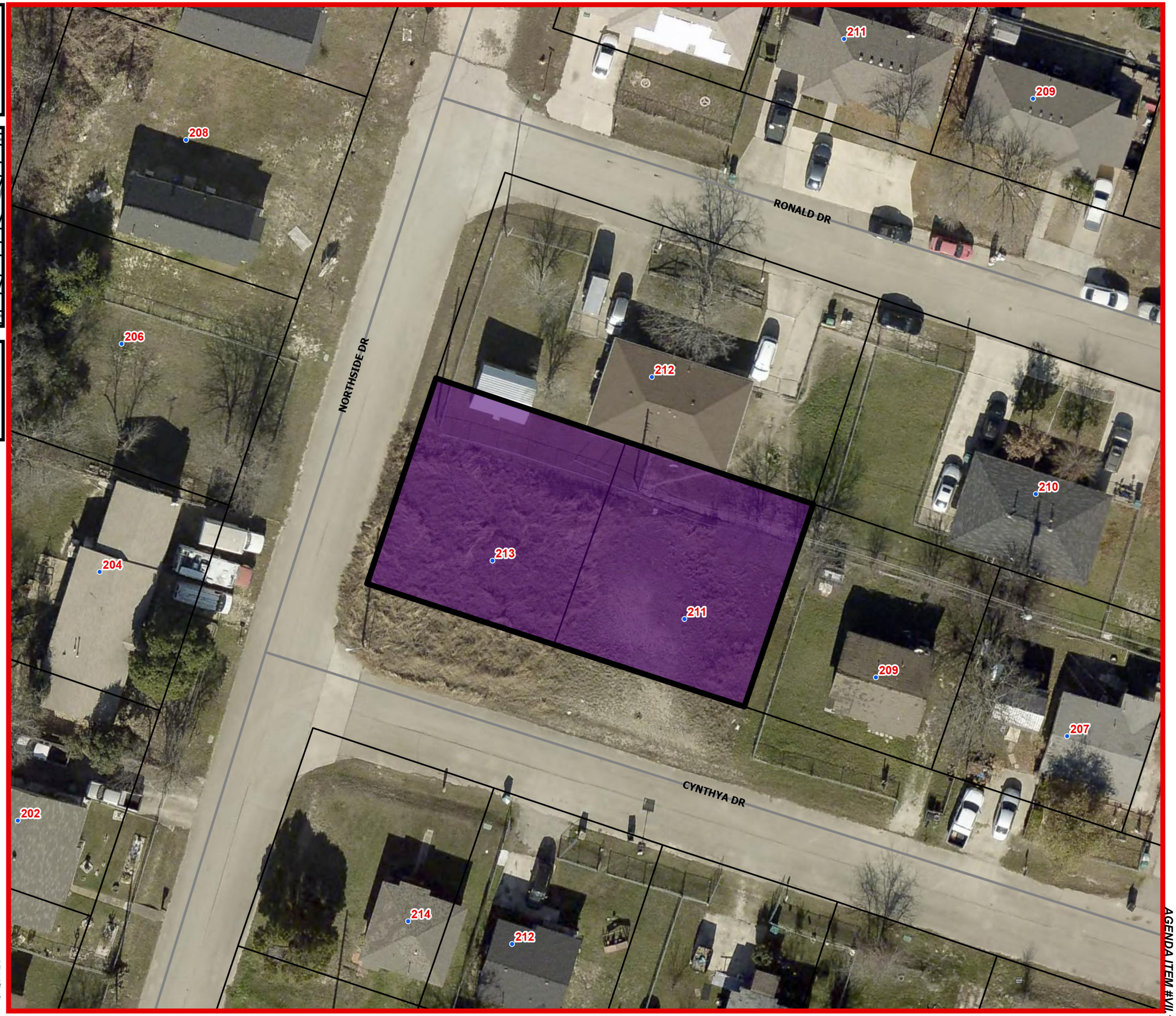
KERN TERRACE EXT. #3		
HARKER HEIGHTS, TEXAS	SCALE 1"=50	DRAWN BY L.F.S.
		REVISED
DATE 4-63	APPROVED BY F.J.M.	DRAWING NUMBER 16981

DEDICATION VOL 877 PAGE 444

Z26-17 Location



211 & 213 Cynthya Drive



Harker Heights

City of Harker Heights
Planning and Development
305 Miller's Crossing
Harker Heights, TX 76548
254-953-5600
www.harkerheights.gov

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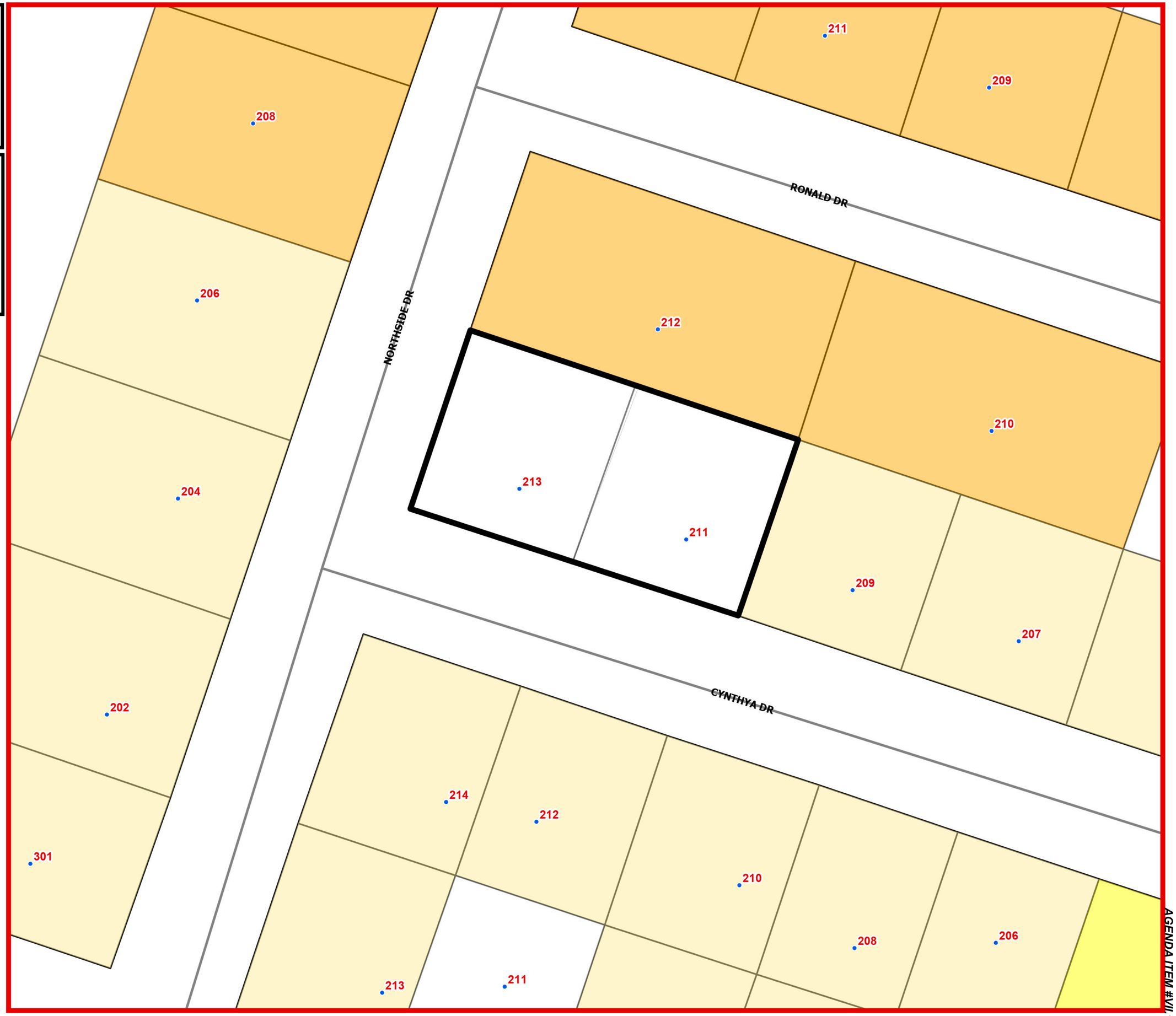
Z26-17 Existing Land Use

211 & 213 Cynthya Drive

Existing Land Use

- Low Density Residential
- Medium Density Residential
- High Density Residential
- Vacant



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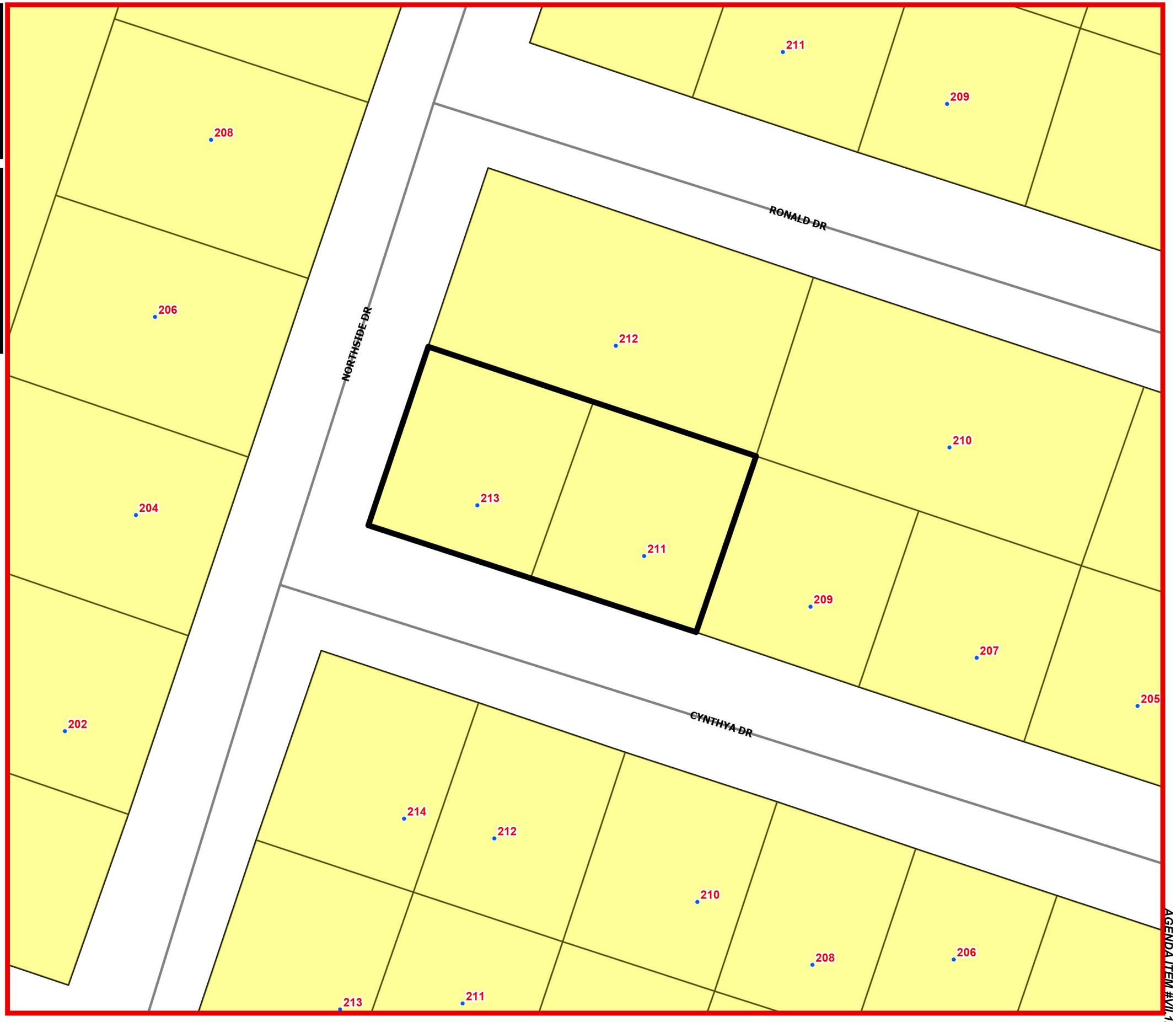
Z26-17 Land Use Plan

211 & 213 Cynthya Drive

Land Use Plan

Medium Density Residential

Regional Commercial Centers



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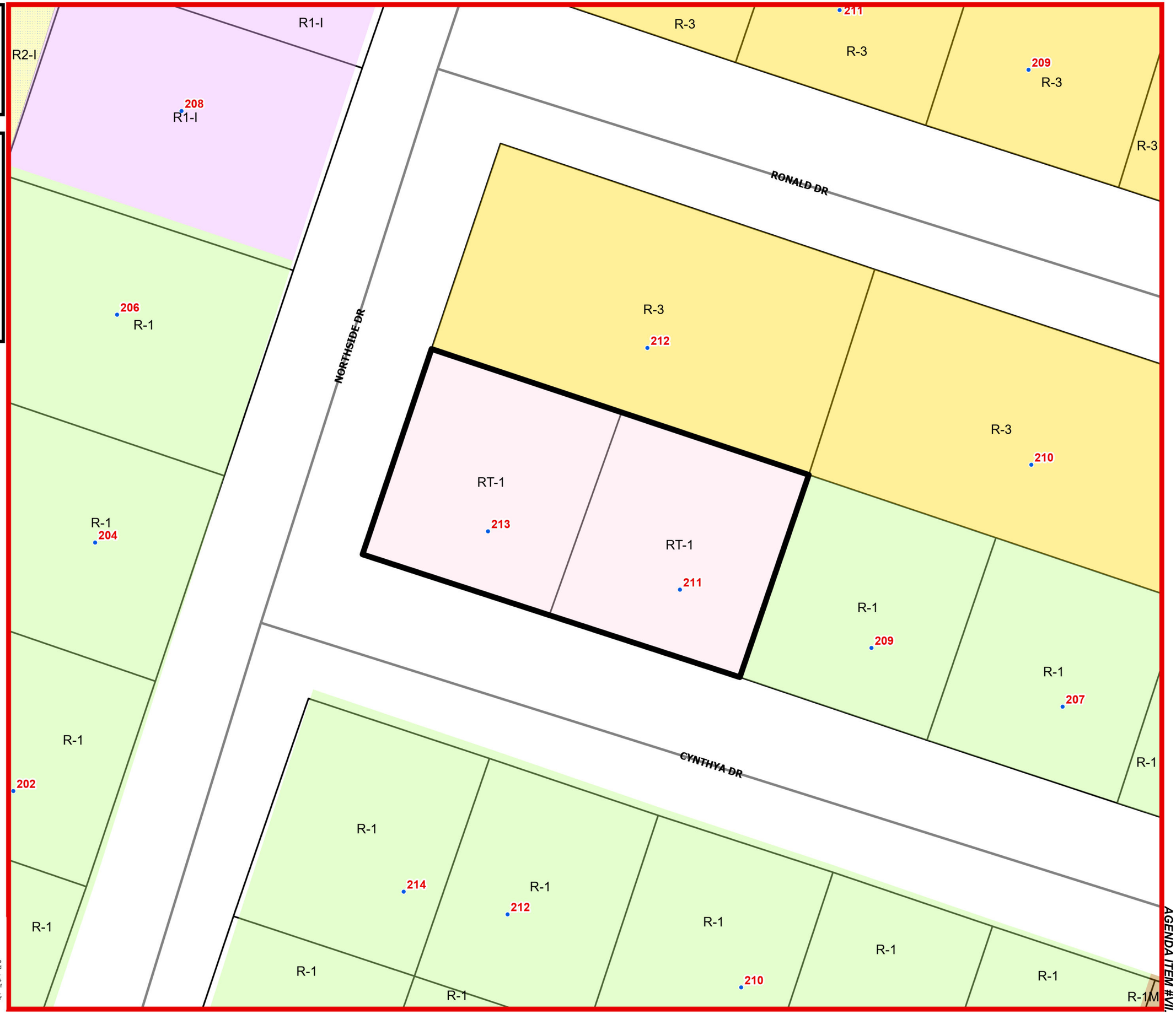
Z26-17 Zoning

211 & 213 Cynthya Drive

Zoning Districts

- R-1 One-Family Dwelling District
- R1-I Single- Family Infill Dwelling District
- RT-1 Townhouse Single-Family Dwelling District
- R2-I Two-Family Infill Dwelling District
- R-3 Multi-Family Dwelling District



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R1I and R2I Zoning

211 & 213 Cynthya Drive

Infill (R1I & R2I) Zoning



0 37.5 75 150 Feet

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Z26-17 Notification Response

- 211 & 213 Cynthya Drive
- 200ft Buffer
- 400ft Buffer
- Notified Properties 200ft (32)
- Notified Properties 400ft (42)
- Recommend Denial (6)



300 Feet
150
75
0

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SENT: SEPTEMBER 2, 2026
DUE BACK: SEPTEMBER 22, 2026, 6:00 P.M.

RESPONSES RECEIVED AFTER 6:00 P.M. ON SEPTEMBER 22, 2026, WILL BE PROVIDED TO PLANNING & ZONING COMMISSIONERS AND CITY COUNCIL MEMBERS AT THE TIME OF THEIR RESPECTIVE PUBLIC MEETINGS

TO: **City of Harker Heights**
Planning & Development Department

FROM: ROBERT, MARK

Address(es)/Property ID(s) that could be impacted by this request:

Physical Address	Property ID
205 MODIE DR	95937

Z26-17 RE: An application has been made to consider a request for an ordinance to change zoning designation from RT-1 (Townhouse Single-Family Dwelling District) to R-MU (Mixed Residential) on properties described as Kern Terrace 3rd Ext, Block 002, Lot 0009 and Lot 0010, generally known as 211 and 213 Cynthia Drive, Harker Heights, Bell County, Texas.

☐ **I RECOMMEND APPROVAL OF THE REQUEST**

☒ **I RECOMMEND DENIAL OF THE REQUEST**

Comments:
no mobile Homes Lot is too Small

Mark Robert — Printed Name
Signature
24 Sept 26 — Date

SENT: SEPTEMBER 2, 2026
DUE BACK: SEPTEMBER 22, 2026, 6:00 P.M.

RESPONSES RECEIVED AFTER 6:00 P.M. ON SEPTEMBER 22, 2026, WILL BE PROVIDED TO PLANNING & ZONING COMMISSIONERS AND CITY COUNCIL MEMBERS AT THE TIME OF THEIR RESPECTIVE PUBLIC MEETINGS

TO: **City of Harker Heights**
Planning & Development Department

FROM: ROBERT, MARK

Address(es)/Property ID(s) that could be impacted by this request:

Physical Address	Property ID
207 MODIE DR	95936

Z26-17 RE: An application has been made to consider a request for an ordinance to change zoning designation from RT-1 (Townhouse Single-Family Dwelling District) to R-MU (Mixed Residential) on properties described as Kern Terrace 3rd Ext, Block 002, Lot 0009 and Lot 0010, generally known as 211 and 213 Cynthia Drive, Harker Heights, Bell County, Texas.

☐ **I RECOMMEND APPROVAL OF THE REQUEST**

☒ **I RECOMMEND DENIAL OF THE REQUEST**

Comments:
No Mobile Homes Lot is too Small

Mark Robert — Printed Name
Signature
24 Sept 26 — Date

SENT: SEPTEMBER 2, 2026
DUE BACK: SEPTEMBER 22, 2026, 6:00 P.M.

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TO: **City of Harker Heights**
Planning & Development Department

FROM: ROBERT, MARK

Address(es)/Property ID(s) that could be impacted by this request:

Physical Address	Property ID
209 MODIE DR	95935

Z26-17 RE: An application has been made to consider a request for an ordinance to change zoning designation from RT-1 (Townhouse Single-Family Dwelling District) to R-MU (Mixed Residential) on properties described as Kern Terrace 3rd Ext, Block 002, Lot 0009 and Lot 0010, generally known as 211 and 213 Cynthia Drive, Harker Heights, Bell County, Texas.

☐ **I RECOMMEND APPROVAL OF THE REQUEST**

☒ **I RECOMMEND DENIAL OF THE REQUEST**

Comments:
No Mobile Homes Lot is too Small

Mark Robert — Printed Name
[signature] — Signature
24 Sept 26 — Date

SENT: SEPTEMBER 2, 2026
DUE BACK: SEPTEMBER 22, 2026, 6:00 P.M.

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TO: **City of Harker Heights**
Planning & Development Department

FROM: ROBERT, MARK

Address(es)/Property ID(s) that could be impacted by this request:

Physical Address	Property ID
211 MODIE DR	95934

Z26-17 RE: An application has been made to consider a request for an ordinance to change zoning designation from RT-1 (Townhouse Single-Family Dwelling District) to R-MU (Mixed Residential) on properties described as Kern Terrace 3rd Ext, Block 002, Lot 0009 and Lot 0010, generally known as 211 and 213 Cynthia Drive, Harker Heights, Bell County, Texas.

☐ **I RECOMMEND APPROVAL OF THE REQUEST**

☒ **I RECOMMEND DENIAL OF THE REQUEST**

Comments:
NO MOBILE Homes Lots too SMALL

Mark Robert

Printed Name | Signature | Date

SENT: SEPTEMBER 2, 2026
DUE BACK: SEPTEMBER 22, 2026, 6:00 P.M.

RESPONSES RECEIVED AFTER 6:00 P.M. ON SEPTEMBER 22, 2026, WILL BE PROVIDED TO PLANNING & ZONING COMMISSIONERS AND CITY COUNCIL MEMBERS AT THE TIME OF THEIR RESPECTIVE PUBLIC MEETINGS

TO: **City of Harker Heights**
Planning & Development Department

FROM: ROBERT, MARK

Address(es)/Property ID(s) that could be impacted by this request:

Physical Address	Property ID
213 MODIE DR	95933

Z26-17 RE: An application has been made to consider a request for an ordinance to change zoning designation from RT-1 (Townhouse Single-Family Dwelling District) to R-MU (Mixed Residential) on properties described as Kern Terrace 3rd Ext, Block 002, Lot 0009 and Lot 0010, generally known as 211 and 213 Cynthia Drive, Harker Heights, Bell County, Texas.

☐ **I RECOMMEND APPROVAL OF THE REQUEST**

☒ **I RECOMMEND DENIAL OF THE REQUEST**

Comments:
no mobile Homes Lot is too Smll

Mark Robert — Printed Name
[signature] — Signature
24 Sept 26 — Date

SENT: SEPTEMBER 2, 2026
DUE BACK: SEPTEMBER 22, 2026, 6:00 P.M.

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TO: **City of Harker Heights**
Planning & Development Department

FROM: ROBERT, MARK

Address(es)/Property ID(s) that could be impacted by this request:

Physical Address	Property ID
307 TEDDY DR	95938

Z26-17 RE: An application has been made to consider a request for an ordinance to change zoning designation from RT-1 (Townhouse Single-Family Dwelling District) to R-MU (Mixed Residential) on properties described as Kern Terrace 3rd Ext, Block 002, Lot 0009 and Lot 0010, generally known as 211 and 213 Cynthia Drive, Harker Heights, Bell County, Texas.

☐ **I RECOMMEND APPROVAL OF THE REQUEST**

☒ **I RECOMMEND DENIAL OF THE REQUEST**

Comments:
No Mobile Homes Lot is too Small

Mark Robert — Printed Name
Signature
24 Sept 26 — Date

ORDINANCE NO. 2026-27

AN ORDINANCE GRANTING R-MU (MIXED RESIDENTIAL) ON PROPERTIES DESCRIBED AS KERN TERRACE 3RD EXT, BLOCK 002, LOT 0009 AND LOT 0010, GENERALLY KNOWN AS 211 AND 213 CYNTHIA DRIVE, HARKER HEIGHTS, BELL COUNTY, TEXAS.

WHEREAS, the City Council ("***Council***") of the City of Harker Heights ("***City***") finds that after due notice and public hearings as required by law, and after consideration of the recommendation of the Planning and Zoning Commission, it is necessary and desirable to amend the Code of Harker Heights ("***Code***") as hereinafter provided; and

WHEREAS, the meeting at which this Ordinance was passed was open to the public, and notice of the time, place and purpose of said meeting was given as required by law, all in strict accordance with the requirements of the Texas Open Meetings Act; and

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

SECTION 1: The Council officially finds and declares that the facts and recitations set forth in the preamble to this Ordinance are true and correct.

SECTION 2: The hereinafter-described property, as previously zoned RT-1 (Townhouse Single-Family Dwelling District) to R-MU (Mixed Residential) on properties described as Kern Terrace 3rd Ext, Block 002, Lot 0009 and Lot 0010, generally known as 211 and 213 Cynthia Drive, Harker Heights, Bell County, Texas.

SECTION 3: Table VII, Table of Special Ordinances, of the Code is hereby supplemented by adding the following entry:

Ord. No.	**Date Passed**	**Description**
2026-27	**11/17/2026**	**Granting R-MU (Mixed Residential) on properties described as Kern Terrace 3rd Ext, Block 002, Lot 0009 and Lot 0010, generally known as 211 and 213 Cynthia Drive, Harker Heights, Bell County, Texas.**

SECTION 4: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

SECTION 5: This Ordinance shall be effective from and after its passage, and the City Clerk shall publish the caption or title of hereof within ten days as required by law.

PASSED AND APPROVED this the 17th day of November, 2026, by a vote of _____ ayes and _____ nays at a regular meeting of the City Council of the City of Harker Heights, Texas.

CITY OF HARKER HEIGHTS, TEXAS:

_____
Michael D. Blomquist, Mayor

ATTEST:

_____
Juliette Helsham, City Secretary

City Council Memorandum

FROM: The Office of the City Manager **DATE: November 17, 2026**

RECEIVE AND DISCUSS A PRESENTATION FROM KEITH SLEDD, EXECUTIVE DIRECTOR OF THE HEART OF TEXAS DEFENSE ALLIANCE (HOTDA) REGARDING AN UPDATE ON CURRENT AND FUTURE ACTIVITIES. (ASSISTANT CITY MANAGER-HAWKINS)

EXPLANATION:

The Heart of Texas Defense Alliance (HOTDA) is a regional (3 counties/7 cities) nonprofit [501(C)(6)/ Municipally- funded] corporation formed in February 2003 in response to an expressed need by the communities of Central Texas most affected by the activities of Fort Hood. HOTDA promotes the importance and sustainability of Fort Hood and all defense related industries, organizations and institutions in the Killeen-Temple-Fort Hood Metropolitan Statistical Area (MSA).

This presentation will provide an update on HOTDA current and future activities.

ACTION BY THE CITY COUNCIL:

None.

City Council Memorandum

FROM: The Office of the City Manager **DATE: November 17, 2026**

RECEIVE AND DISCUSS A REVIEW OF THE CITY'S GOVERNANCE POLICY. (CITY MANAGER)

EXPLANATION:

The primary purpose of Harker Heights City Council meetings is to afford elected officials the opportunity to conduct City business on behalf of the residents of Harker Heights.

Governance policies make sure that an organization is complying with laws, regulations, and best practices. Policies and procedures keep Council meetings and interactions running efficiently and smoothly. All of this is done in the name of conducting the business of the citizens of Harker Heights in an ethical, fair, open, and transparent manner.

On October 27, 2020, the Council approved the establishment of a policy and procedure for public comments, rules of decorum with the public, and presentations at open meetings.

On March 20, 2026, the Council approved the policy for flying the City of Harker Heights logo flag on the same pole as the State of Texas pole and accommodating for the lowering of the Harker Heights flag to half-staff when not ordered by the Governor for the Texas flag.

On June 30, 2026, the Council reviewed and discussed combining the existing policies into a single document rather than maintaining separate exhibits, and on adding the following sections:

Section B: Mayor–Council relations, Council–Staff relations, and Council–Media Relations.
Section C: Policies, procedures, and rules regarding Council agendas.

Staff has taken the comments from the workshop meeting and incorporated them into the attached updated manual. Staff requests Council's input into these changes and any other modifications or changes the Council desires to the manual.

Two councilmembers assigned by the Mayor to review the policies will present their findings to the City Council.

ACTION BY THE CITY COUNCIL:

None

ATTACHMENTS:

Proposed Governance Manual

CITY COUNCIL OF HARKER HEIGHTS, TEXAS
POLICY, PROCEDURE AND RULES OF DECORUM MANUAL

This decorum manual contains a set of policies adopted by the Harker Heights City Council on _____ to ensure serving the public is efficient and fair to all. If any policy herein should be found to conflict with the Texas Constitution or Texas state law, then the latter shall control.

SECTION A: POLICIES, PROCEDURES AND RULES OF DECORUM AT CITY COUNCIL MEETINGS

I. Overview

The City Council of Harker Heights, Texas, encourages public participation in open meetings. Members of the public who desire to address the City Council may speak on issues regarding meeting agenda items and issues not on the meeting agenda, including the use of presentations.

This policy provides guidelines for:

a. Fair and consistent application of Chapter 551 of the Texas Government Code, (Texas Open Meetings Act), regarding Public Comments; and

b. Conducting public meetings in an efficient and orderly manner.

II. Procedures for Speaking to the City Council

a. The City shall provide a Public Comment Form. Public Comment Forms shall include the speaker's contact information and provide space for the speaker's comments. Public Comment Forms shall be made available online at www.harkerheights.gov and prior to all City Council meetings.

b. Individuals in attendance at the meeting who wish to speak shall:

1. Complete a Public Comment Form to include the speaker's contact information and the posted agenda item and/or number or the non-agenda topic of discussion; and
2. Deliver it to the City Secretary prior to the start of the meeting or immediately prior to addressing the council on an item or via email prior to the meeting to City Secretary admin@harkerheights.gov and
3. Wait to be called to speak by the Chair.
4. Speakers shall address the Mayor and City Council.

c. Individuals in attendance at the meeting who do not wish to speak but want their comments to be entered into the meeting record shall:

1. Complete a Public Comment Form to include the speaker's contact information and the speaker's comment they wish documented in the meeting record or provide a pre-written document for the record; and

2. Deliver it to the City Secretary prior to the start of the meeting.

d. Public Comment Forms received after the start of a Council meeting will be delivered to the City Council in the normal course of business.

e. Individuals who wish to submit comments digitally shall:

1. Complete the Public Comment Form available at www.harkerheights.gov; and
2. Submit the Public Comment Form with all information required, after the posting of the meeting agenda for which the comment is being submitted, but **before the posted start time of the meeting** for which the comment is being submitted.

f. At every Council meeting, a 'Presentations by Citizens' segment will be held, prior to the City Council's consideration of the Agenda Items, for those Speakers who wish to address the City Council on any item, too include listed agenda items Statutory, public hearings will allow for speakers to be heard on the subject matter of the public hearing at the time the public hearing is held separate from the 'Presentation by Citizens'. Digitally submitted comments and written comments submitted in person will be made available to the City Council and will be enrolled into the public record of the meeting.

III. Procedure for Using Presentations/Materials/Handouts

a. Individuals desiring to use Presentations/Materials/Handouts (collectively referred to as a "Presentation") of any kind shall satisfy the following:
   1. Prior to the Meeting
      a. Deliver the Presentation to the Office of the City Secretary no later than noon of the day before the meeting.
      b. Deliver the Presentation via email to admin@harkerheights.gov or in person at Harker Heights City Hall, 305 Miller's Crossing, Harker Heights, Texas, 76548.
   2. At the Meeting
      a. Be prepared and able to setup and deliver the Presentation within the allotted speaking time.
      b. Be prepared and able to setup and deliver the Presentation without the use of City resources.

b. For presentations delivered in person, a minimum of ten (10) copies shall be given to the City Secretary.

c. For presentations delivered via email, the City Secretary staff will issue a confirmation email. The City Secretary will distribute an appropriate number of copies of the presentation to the City Council, and City Staff. The City Secretary may utilize electronic means to distribute the presentation.

d. The City reserves the right to deny the use of any presentation. Failure to follow the procedures for presentation will result in denial of the use of the presentation.

e. Approved presentations will be documented in the meeting minutes for public record.

IV. Order of Speakers and Time Allotted to Speak:

a. Order of Speakers
   1. Agenda Items (Non-Public Hearing): Individuals wishing to speak regarding meeting agenda items that are not Public Hearings will be called to speak at the beginning of the meeting during Presentations by Citizens in the order in which the City Secretary received the Public Comment Forms.
   2. Public Hearing Items: Individuals wishing to speak regarding Public Hearing items on the meeting agenda will be called to speak during the discussion of the related Public Hearing.
   3. Non-Agenda Items: Individuals wishing to speak on issues not listed on the agenda will be called to speak at the beginning of the meeting during Presentations by Citizens in the order in which the City Secretary received the Public Comment Forms.

b. Time Allotted to Speak
   1. Agenda Items (Non-Public Hearing): Speakers wishing to address the City Council regarding any non-public hearing agenda item(s) shall have a time limit of three (3) minutes per speaker, per agenda item.
   2. Public Hearing Items**:** Speakers wishing to address the City Council regarding any public hearing agenda item shall have a time limit of three (3) minutes per speaker, per agenda item.
   3. Non-Agenda Items: Speakers wishing to address the City Council regarding any non-agenda item shall have a time limit of three (3) minutes per speaker.

c. Time Allotted to Speak (with Translator): Non-English Speakers requiring a translator to address the City Council shall be allowed twice the allotted amount of time as English speakers.

d. Modification of Speaking Time: The Mayor may reduce the speaker time limit uniformly for all speakers to accommodate the number of speakers or improve meeting efficiency. At the discretion of City Council, the speaker may be requested to stand for further discussion of an item if the agenda so allows.

e. A speaker will not be allowed to yield their three (3) minutes to another speaker.

V. City Council Meeting Rules of Decorum

a. Speakers have the right to criticize policies, procedures, programs, and services, but speakers must stick to public comment policy time limits and stay on topic.

b. All individuals are expected to be respectful and courteous to Council, staff, other speakers, and others in attendance at the meeting.

c. Behavior that fails to yield the floor when the speaker's time is concluded; is not relevant to the agenda item or City business; repeatedly interrupts a Council member; disturbs the order of the

meeting; involves loud, threatening, hostile, abusive, vulgar or obscene language; and disrupts the Council meeting is prohibited.

d. Any speaker or audience member that violates the Rules of Decorum or engages in disruptive behavior may be subject to removal from the meeting.

e. No outside placards, banners, signs, pennants, or flags will be permitted in the Council Chambers or in any other room in which the City Council is meeting.

f. Only City staff, consultants, or petitioners, with scheduled agenda items, can use visual aids during their scheduled presentations, unless otherwise allowed in accordance with Section III. of this policy. This section does not apply to aids utilized by those with vision or hearing impairments.

g. The Mayor or Presiding Officer will enforce these rules, and a person's failure or refusal to comply with an explicit request or order of the Mayor or Presiding Officer may violate the Texas Penal Code, Section 38.13.

SECTION B: POLICIES AND PROCEDURES FOR MAYOR AND COUNICL RELATIONS, COUNCIL AND STAFF RELATIONS, AN COUNCIL AND MEDIA RELATIONS.

I. Overview

The City Council is the governing body for the City of Harker Heights. Therefore, it must bear the initial responsibility for the integrity of governance. The City Council is responsible for its own development (both as a body and as individuals), its responsibilities, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy provides guidelines for:

a. Mayor and City Council relations.
b. Council and staff relations.
c. Council and media relations.

The Council will govern the city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy and a dedication to the promotion of efficient and effective governing. The following statements will serve as a guide and acknowledge the commitment being made in this service to the community.

1. The Council has, as high priorities, the continual improvement of the member's professional ability and the promotion of an atmosphere conducive to the fair exchange of ideas and policies among members.

2. In its governance role, the Council will continue to be dedicated to professional and courteous relationships with staff, other Council members and the public. Council will strive to enhance the quality and image of public service.

3. The Council will recognize its responsibility to future generations by addressing the interrelatedness of the social, cultural, and physical characteristics of the community when making policies.

4. Each Council member will make a commitment to improve the quality of life for the individual and the community and to be dedicated to the faithful stewardship of the public trust.

5. The Council will endeavor to act as one unified body, not as individuals.

II. Mayor and City Council Relations

To ensure proper discharge of duties for the improvement of democratic local government, Council members will display behavior that demonstrates independent, impartial review of all matters addressed by them and be duly responsible to the citizens of Harker Heights and to each other in their relationships.

A. Mayoral Responsibilities:

1. The Mayor will be the presiding officer at all meetings. The Mayor Pro-Tem will preside in his/her absence.

2. Attendance of the Mayor at City Council meetings is vital for meetings to operate effectively and efficiently. The Mayor shall inform the Mayor Protem and the City Manager of any anticipated absences as soon as practical before the impacted meeting.

3. The Mayor will have an opportunity to have a voice in all matters before the Council takes a vote.

4. The Mayor will preserve order and decorum and will require Council members engaged in debate to limit discussion to the item and policy under consideration. The Mayor will encourage all Council members to participate in discussions and give each member an opportunity to speak before any member can speak again on the same subject.

5. The Mayor is responsible for keeping the meetings orderly by recognizing each member for discussion, limiting speaking time, encouraging healthy debate among members and keeping discussion on the agenda item being considered.

6. If a conflict arises among Council members, the Mayor will serve as mediator.

B. Council Responsibilities:

1. Each Council member is responsible for arriving at the meeting and being prepared to discuss the agenda.

2. Attendance at Council meetings is essential for ensuring a quorum and conducting business for the citizens of Harker Heights. Council members shall inform the Mayor and the City Secretary of any anticipated absences as soon as practical before the impacted meeting. For ease of reporting an email address for scheduling will be provided by staff. Councilmembers are encouraged to report any known absences as soon as practical so that meetings can be properly scheduled.

3. Each Council member is encouraged to attend at least one Texas Municipal League (TML) sponsored conference each year to stay informed about the issues facing municipalities.

4. It is the responsibility of Council members to be informed about previous action taken by the Council in their absence. All agendas and meeting archives are available on the City's website. In the case of absence from a work session where information is given, the individual Council member is responsible for obtaining this information prior to the Council meeting when said item is to be voted upon.

5. When addressing an agenda item, the Council member will first be recognized by the Mayor, confine himself/herself to the question under debate and refrain from accusing the integrity or motives of any Council member or staff member in his/her argument or vote. Council members will respect other members' positions/opinions and will work together to further Council's, not individual's, goals, and objectives.

6. Council members will avoid speaking their opinion in such a manner that it may be perceived to be that of the entire Council and/or in such a manner that may appear to obligate the entire Council.

7. Council members are appointed to serve as liaison to certain boards, commissions and committees and are encouraged to attend those meetings as often as possible and report activities back to the entire Council.

III. Code of Conduct for Mayor and Council Members

1. During Council meetings, Council members will preserve order and decorum, will not interrupt or delay proceedings and will not refuse to obey the orders of the Mayor or the rules of the Council. Council members will demonstrate respect and courtesy to each other, to city staff members and to members of the public appearing before the Council. Council members will refrain from rude and derogatory remarks and will not belittle other Council members, staff members, or members of the public.

2. Council members will not use their position to secure special privileges and will avoid all

situations that could create a perception of bias or partiality to a question before the Council.

3. Members of the Council will not condone any unethical or illegal activity. All members of the Council agree to uphold the intent of this policy and to govern their actions accordingly.

4. Before a Council member may speak, they must first be recognized by the Mayor. Upon recognition, the Council member will hold the floor and will make their point clearly and succinctly. If a Council member fails to request to speak before speaking, the Mayor will rule them 'out of order' and remind them that they do not have the floor.

5. Once recognized, a Council member will not be interrupted when speaking unless it is to call him/her to order, or other such interruption expressed below. If a Council member, while speaking, is called to order, he or she will cease speaking until the question of order is determined and if the Council member is found to be in order, he/she will be permitted to proceed speaking.

6. A Council member prevented from voting by a conflict of interest will file a conflict of interest questionnaire with the City Secretary as soon as possible after the posting of an agenda which contains a conflict, unless an applicable conflict of interest questionnaire has already been filed. A Council member prevented from voting by a conflict of interest will step down from the dais, will not vote on the matter, will not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, will not attend executive sessions regarding the matter and will otherwise comply with the state law and city ordinances concerning conflicts of interest including Chapter 171 of the Local Government Code.

IV. Code of Ethics:

The office of an elected official is one of trust and service to the citizens of Harker Heights. This position creates a special responsibility for the Council member. In response to this unique challenge, the Council is expected to govern this city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective governing.

To further these objectives, certain ethical principles will govern the conduct of every Council member, who will adhere to the following.

1. Be dedicated to the highest of ideals of honor and integrity in all public and personal relationships in order that any member may merit the respect and confidence of the citizens of Harker Heights.

2. Recognize that the chief function of local government at all times is to serve the best interests of all the people of Harker Heights.

3. Be dedicated to public service by being cooperative and constructive and by making the best

and most efficient use of available resources.

4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the Council.

5. Refrain from seeking and/or accepting gifts or special favors.

6. Believe that personal gain by use of confidential information or by misuse of public funds or time is dishonest.

7. Avoid the undesirable influences of family relationships or close relatives of the members of Council, the appearance of preferential treatment related to family relationships or close relatives and any interference with the proper administration of the affairs of the City of Harker Heights.

8. Recognize that public and political policy decisions, based on established values, are ultimately the responsibility of the Council.

9. Conduct business in open, well-publicized meetings to be directly accountable to the citizens of Harker Heights. It is recognized that certain exceptions are made by the State for closed sessions (executive sessions); however, any action as a result of that type of meeting will be handled later in the open session as noted on the agenda.

10. Each Council member should annually take online or attend in person ethics training as offered by staff.

V. Council – Staff Relations

No single relationship is as important as that of the Council and their City Manager in effectively governing the City of Harker Heights. It is for this reason that the Council and the City Manager must understand their respective roles in that process.

The City Manager is the primary link between the Council and the professional staff. Therefore, the Council's relationship with the staff will be through the City Manager. In this manner the citizens are assured integrity is evidenced in local governance in Harker Heights.

1. In order to ensure proper presentation of agenda items by staff, questions regarding clarification will be, whenever possible, addressed with the appropriate staff prior to the Council meeting. Concerns or problems regarding an agenda item will be, whenever possible, addressed with the City Manager or his/her designee prior to the Council meeting. This allows staff time to address the Council member's concern and provide all Council members with the additional information.

2. The City Manager will designate the appropriate staff member to address each agenda item

and will see to it that each presentation is prepared and presented to inform and educate the Council on the issues which require Council action. The presentation will be professional, timely and allow for discussion of options for resolving the issue. The staff member making the presentation will either make it clear that no Council action is required, present the staff recommendation or present the specific options for Council consideration.

3. The City Manager is directly responsible for providing information to all Council members concerning any inquiries by a specific Council member. If the City Manager or his/her staff's time is being dominated or misdirected by a Council member, it is the City Manager's responsibility to inform the Mayor of the concern.

4. The City Manager will be held responsible for the professional and ethical behavior of himself/herself and the discipline of his/her staff. The City Manager is also responsible for ensuring that his/her staff receives the education or information necessary to address the issues facing municipal government.

5. Any conflicts arising between the staff and Council will be addressed between the Mayor and the City Manager.

6. All staff members will show each other, each Council member, and the public respect and courtesy always. All staff members are responsible for making objective and professional presentations to ensure public confidence in the process.

7. After an election, the City Manager will ensure staff has prepared the information needed for the orientation of new Council members. The orientation will include but is not limited to Council procedures, staff/media relations, departmental overviews, city facilities, procedures, current agenda items and municipal training programs through Texas Municipal League (TML).

VI. Council – Media Relations

Since the democratic form of government is only successful when the citizens are kept informed and educated about the issues facing their community, it is imperative that the media play an important role in the public relations. It is through an informed public that progress is ensured, and good government remains sensitive to its constituents.

These guidelines are designed to help ensure fair relationships with print, radio, and television reporters. The Council and the City Manager recognize that the news media provide an important link between the Council and the public. It is the Council's desire to establish a professional working relationship to help maintain a well-informed and educated citizenry.

1. During the conduct of official business, the news media will occupy the places designated for them or the public. The media are requested to refrain from conversing privately with other people in the audience and to conduct any interviews with the public outside the Council chambers while Council is in session.

2. Since each governmental body conducts business differently, it is requested that all reporters new to Harker Heights City Council meetings meet with the City Manager, Mayor, or director of communications and marketing prior to covering their first meeting to be informed of policies and procedures to help foster a professional working relationship between the media reporter and the city.

3. On administrative matters, the City Manager, or his/her designee, is the spokesperson regarding staff information on the agenda.

4. On policy decisions or any Council information pertaining to issues on the agenda, the Mayor, or his/her designee, is the primary spokesperson. To ensure fair treatment of an issue, any clarifications requested by the media will be addressed after the meeting. When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. This lets the public know that the item was seriously debated and that options were discussed before a vote was taken.

5. In respect to each Council member and his/her constituents, his/her views as presented on an issue before the Council will provide equitable representation from all five elected officials. Even though Council members may express differing ideas, equitable representation in the media helps promote unity of purpose by allowing each member's position during his/her term of office and not only during the campaign.

6. When the City of Harker Heights is involved in ligation or a legal dispute, Councilmembers shall refrain from commenting on settlements or other issues related to the subject.

7. Media may contact the Mayor and Councilmembers directly.

8. Councilmembers may not speak to media or the public on behalf of the body. They may speak only as an individual member.

General Guidelines

1. Be transparent – Honesty will be quickly noticed in the social media environment. If your private sector work could present a conflict of interest, be the first to point it out. Be clear about why you support, or do not support, certain policies or programs.

2. Be judicious – Make sure efforts to be transparent do not violate applicable legal guidelines for external communication. Consult with legal counsel before sharing conversations that are private or internal to the city or any other public entity. What is published is widely accessible, not easily retractable, and will be around for a long time, so consider the content carefully. Also, be aware that the social media account and anything published on that social media account may be subject to the Texas Public Information Act.

3. Be knowledgeable – Write in first-person and consider including links to information sources. If you publish to a website outside of the city, consider using a clarifier such as: "These comments and opinions reflect my position as one member of Harker Heights City Council." If you have any questions about complying with brand, trademark, copyright, fair use, confidentiality, or financial disclosure laws seek an opinion from legal counsel.

4. Be perceptive – In online social networks, the lines between public and private, personal and professional are often blurred. By identifying yourself as an elected official, you are creating perceptions about your expertise and the city. Be sure that all content associated with you is consistent with the city's values and professional standards.

5. Be conversational – Talk to your readers like you would talk to people in professional situations. Avoid overly "composed" language. Use your own personality and say what is on your mind. Consider content that is open-ended and invites responses. Encourage comments. Broaden the conversation by citing others who are commenting about the same topic and allow your content to be shared.

6. Be excited – The city is making important contributions to the community, state, and nation on a broad range of issues. Activities are focused on providing services and innovation that benefit citizens and stakeholders. Share what Harker Heights is doing and open up social media channels to learn from others.

7. Be valuable – There is a lot of written content in the social media environment. The best way to reach an audience is to write about things they value. Social communication from city leaders should help citizens, partners, and families. It should be thought-provoking and help build a strong community. If it helps people improve knowledge or skills, build their businesses, do their jobs, solve problems, or understand the city better, then it adds value.

8. Be responsible – What you write is ultimately your responsibility. Do not publish something that makes you uncomfortable. If you are unsure, check with the City Manager or legal counsel. Ultimately, what you publish is yours, as well as the responsibility and potential consequence.

9. Mistakes happen – If you make a mistake, admit it. Be upfront and quick with your correction. In some cases, you can modify an earlier post. Always be sure it is clear that you modified the original post

SECTION C: POLICIES, PROCEDURES AND RULES REGARDING COUNCIL AGENDAS

1. The City Manager may place items on the agenda and is responsible for creating and processing the agenda and agenda materials for City Council meetings. The City Manager will submit agenda materials as appropriate for review by the City Attorney. The City Secretary is responsible for preparing and posting the agenda and assembling and distributing the agenda packets.

2. The Mayor or two Council Members may direct the City Manager in writing to place an item on an agenda for a regular City Council meeting, special meeting, or work session for discussion only. Items must be submitted to the City Manager no later than five days from the required meeting posting date for the City Council meeting.

3. Any two Council Members may request an item to be placed on a future agenda for discussion. Should extraordinary staff time be required to address any item, the Mayor will place the item on a future Council agenda for direction and discussion.

4. Agenda items previously considered and whereby action was taken by the City Council may not be placed on a future agenda for reconsideration within six months of such action unless either directed by a majority of the City Council to the City Manager during any scheduled regular or special meeting or work session, directed by the Mayor and one Council Member in writing to the City Manager, or directed by three Council Members in writing to the City Manager, provided that at least one member shall have been on the prevailing side of the previous vote on the item.

SECTION D: POLICIES, PROCEDURES FOR FLYING THE CITY OF HARKER HEIGHTS LOGO FLAG ON THE SAME POLE AS THE STATE OF TEXAS POLE AND ACCOMMODATING FOR THE LOWERING OF THE HARKER HEIGHTS FLAG TO HALF STAFF WHEN NOT ORDERED BY THE GOVERNOR FOR THE TEXAS FLAG.

I. OVERVIEW

The purpose of this policy is to establish uniform standards and procedures governing when and under what circumstances the City Flag of the City of Harker Heights, Texas, may be lowered to half-staff as a mark of respect, mourning, or solemn recognition.

This policy ensures consistency in observance, preserves the dignity of the City Flag, and maintains compliance with applicable federal and state flag protocols governing the United States and Texas flags.

II. AUTHORITY

The Mayor of the City of Harker Heights shall have sole authority to order the City Flag lowered to half-staff under the provisions of this policy.

No City Council action or notification shall be required prior to issuance of such order.

III. SCOPE

This policy applies to all City-owned facilities where the official City of Harker Heights Flag is displayed.

This policy applies only to the City Flag. The display and lowering of the United States Flag and the Texas State Flag shall be governed by applicable federal law (4 U.S.C. § 1–10), the Texas Government Code, and any applicable presidential or gubernatorial orders.

IV. MANDATORY HALF-STAFF OBSERVANCE

When the Governor of the State of Texas orders the Texas State Flag to be lowered to half-staff, the City of Harker Heights Flag shall also be lowered to half-staff for the same duration at all City facilities where it is flown.

The United States and Texas flags shall be handled strictly in accordance with federal and state law and applicable executive orders.

V. DISCRETIONARY HALF-STAFF OBSERVANCE (CITY-ONLY)

The Mayor may order the City of Harker Heights Flag lowered to half-staff to recognize or memorialize the following:

A. City Officials and Employees

1. Current elected officials of the City of Harker Heights
2. Current City employees
3. Retired City Employees who demonstrated sustained service or whose contributions significantly advanced the City's operational effectiveness, development, or public service mission
4. Appointed officials, board members, and commission members

B. Line-of-Duty Death

In the event of a line-of-duty death involving a City employee, firefighter, police officer, or other City servant, the City Flag may be lowered as a mark of honor and recognition of service and sacrifice.

C. Significant Community Contributors

Individuals who have demonstrated significant, long-standing, or historically meaningful service, leadership, or contributions to the City of Harker Heights, including those whose efforts materially advanced the City's growth, safety, welfare, or civic development.

D. Significant City Events

Events of substantial impact to the City of Harker Heights, including tragedies, emergencies, or other solemn occasions that directly affect the municipal community.

VI. DURATION

Unless otherwise specified by the Mayor:

- The City Flag shall be lowered to half-staff from sunrise to sunset on the designated day(s).
- For individual memorial observances, the duration shall typically be:
    - The day of the individual's passing;
    - The day of funeral or memorial services; or
    - Another period deemed appropriate by the Mayor based on the circumstances.

The Mayor may extend or shorten the duration at his or her discretion.

VII. PROCEDURE

Upon issuance of a half-staff order:

1. The City Manager (or designee) shall ensure prompt implementation at all applicable facilities.
2. An internal staff notification shall be distributed specifying:
    - The reason for the observance;
    - The effective dates and times.
3. A public press release should be issued explaining the reason and duration of the half-staff display.
4. If it's a first responder line of duty death then notification should also be made to the Governor's Office.

VIII. COMPLIANCE WITH FEDERAL AND STATE LAW

Nothing in this policy shall supersede or conflict with:

- The United States Flag Code (4 U.S.C. § 1–10);
- Texas Government Code provisions governing the display of the Texas State Flag;
- Presidential or gubernatorial proclamations regarding flag display.

The United States and Texas flags shall always be displayed and lowered in full compliance with applicable law and executive orders.

IX. LIMITATION

The lowering of the City of Harker Heights Flag is a solemn municipal recognition and shall not be used for routine matters, private causes, political advocacy, or personal requests unrelated to official City business or significant municipal interest.