



JULY 20, 2021

3:00 P.M.

CITY COUNCIL

WORKSHOP AGENDA





**NOTICE OF WORKSHOP OF THE CITY COUNCIL OF
THE CITY OF HARKER HEIGHTS, TEXAS**

The City Of Harker Heights
305 Miller's Crossing
Harker Heights, Texas 76548
Phone 254/953-5600
Fax 254/953-5614

Notice is hereby given that, beginning at 3:00 p.m. on Tuesday, July 20, 2021, and continuing from day to day thereafter if necessary, the City Council of the City of Harker Heights, Texas, will hold a workshop 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:

Mayor
Spencer H. Smith

Mayor Protem
Jennifer McCann

City Council
Michael Blomquist
Jackeline Soriano Fountain
Linda Nash
Sam Halabi

WORKSHOP AGENDA

I. Roll Call:

II. 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 address for the record and limit your comments to three minutes.

III. New Business:

1. Receive and discuss a presentation from Darrell Burtner of the Hill Country Transit District. (Assistant City Manager)
2. Receive and discuss a presentation from Tama Shaw of the Hill Country Community Action Association. (Assistant City Manager)
3. Receive and discuss a presentation on the Karst Fauna Regions. (Assistant City Manager)
4. Receive and discuss a presentation on the Ceremonial Document Policies and Procedures. (Assistant City Manager)

IV. 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 16th day of July 2021, by 2:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time 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.



CITY COUNCIL MEMORANDUM

AGENDA ITEM # III-1

FROM: THE OFFICE OF THE CITY MANAGER

DATE: JULY 20, 2021

RECEIVE AND DISCUSS A PRESENTATION FROM DARRELL BURTNER OF THE HILL COUNTRY TRANSIT DISTRICT.

EXPLANATION:

Hill Country Transit District (HCTD) operates The HOP, a regional public transit system that started in the 1960's as a volunteer transit service that has since grown to serve a nine-county area covering over 9,000 square miles.

HCTD is governed by a Board of Directors that includes representation of each county served, and of each major city served. Financial support for The HOP comes from local, State, and Federal sources.

Darrell Burtner is the Director of Urban Operations

ATTACHMENTS:

None



CITY COUNCIL MEMORANDUM

AGENDA ITEM # III-2

FROM: THE OFFICE OF THE CITY MANAGER

DATE: JULY 20, 2021

RECEIVE AND DISCUSS A PRESENTATION FROM TAMA SHAW OF THE HILL COUNTRY COMMUNITY ACTION ASSOCIATION.

EXPLANATION:

Hill Country Community Action Association (HCCAA) is a private, non-profit corporation chartered under the Texas Non-Profit Corporation Act. They provide opportunities and resources for low-income families as well as the elderly in Central Texas.

The total area served includes seventeen counties and encompasses approximately 17,000 square miles.

A few of those programs include:

- Case Management
- Energy Assistance
- Budget Counseling
- Health Screenings

Tama Shaw is the Chief Executive Officer.

ATTACHMENTS:

1. PowerPoint

Hill Country Community Action Association, Inc.

Tama Shaw, Chief Executive Officer
P.O. Box 846
San Saba, Texas 76877

Cell: (512) 734-5700
Office: (325) 372-5167 Ext. 236
E-mail: tshaw@hccaa.com
www.hccaa.com



Service Area

- ▶ Incorporated in April 1966 – San Saba, Llano, Mason and Mills Counties
- ▶ Added to incorporated area in 1975: Bell, Coryell, Hamilton, Lampasas, & Milam Counties
- ▶ Unincorporated Counties:
 - Williamson, Burnett, Erath & Somervell (WAP)
 - Bosque, Hill, Limestone, Freestone (Head Start)



Multi-Service Senior Centers

- ▶ 7 Centers through which core services are provided:
 - Aging Services (Congregate & Home Delivered Meals)
 - Energy Assistance
 - Weatherization
 - Case Management
 - RSVP (Retired and Senior Volunteer Program)

Center Activities

- Arts & Crafts
- Physical Fitness
- Recreation/Games
- Budget Counseling
- Nutrition Education
- Information & Referral



Senior Nutrition Program

- ▶ Congregate and Home Delivered Meals (MOW)
 - 7 Senior Centers (6 in the CTCOG area, 1 in Llano)
 - 7 Nutrition Sites for Congregate Meals
 - Meals on Wheels delivered within a 2 mile radius of the city limits where Senior Centers are located or the Meal Distribution Site in Killeen
 - A waiver was requested to serve MOW in Harker Heights



Senior Nutrition Program

- Reimbursement for Home Delivered – \$5.31
- Reimbursement for Congregate meals – \$6.44
- Meals are free to participants but contributions are accepted
- Participant Contributions are considered Program Income and must be spent on meals before Federal funds can be drawn
- 10% Local Match Required



Local Support for the Senior Nutrition Program

	2/1/21-1/31/22	2/1/21-1/31/22	10/1/20-9/30/21	10/1/20-9/30/21	1/1/21 - 12/31/21	
	TDA	TDA County	County	*Other	United Way	
County	Funds	Match	Contribution	City/County	GFHA & Rockdale	TOTAL
Bell	\$ 10,128.11	\$ 8,670.00	\$ 59,000.00	\$ 10,500.00	\$ 4,515.00	\$ 92,813.11
Coryell	\$ 2,258.45	\$ 1,911.00	\$ -	\$ 7,000.00	\$ 1,935.00	\$ 13,104.45
Hamilton	\$ 672.46	\$ 687.00	\$ 7,500.00			\$ 8,859.46
Lampasas	\$ 1,087.99	\$ 1,199.00	\$ 5,000.00			\$ 7,286.99
Milam	\$ 2,071.30	\$ 1,570.00	\$ 32,500.00		\$ 10,000.00	\$ 46,141.30
Mills	\$ 661.36	\$ 442.00	\$ 4,558.00			\$ 5,661.36
San Saba	\$ 1,175.22	\$ 414.00	\$ 5,000.00	\$ 7,200		\$ 13,789.22
Sub-Total	\$ 18,054.89	\$ 14,893.00	\$ 113,558.00	\$ 24,700.00	\$ 16,450.00	\$ 187,655.89
Llano	\$ 4,778.58	\$ 1,986.00	\$ 6,214.00			\$ 12,978.58
Total	\$ 22,833.47	\$ 16,879.00	\$ 119,772.00	\$ 24,700.00	\$ 16,450.00	\$ 200,634.47



*Other City/County Support

City of Killeen (CDBG) - \$10,500

City of Copperas Cove - \$7,000

City of San Saba for utilities - \$6,000

San Saba County for utilities - \$1,200



Community Services Block Grant (CSBG)

- ▶ Core funding for Community Action Agencies
- ▶ Used to support other programs & provide Case Management to help clients Transition out of Poverty



CSBG Case Management

▶ Services include:

- Information and Referrals
- Monthly follow-up visits
- Assist with transportation to classes by paying for gas, tires, minor repairs on auto, bus tickets
- Pay for a class tuition/books/fees
- Pay for uniforms, work boots
- Pay for GED classes/testing
- Pay for any miscellaneous item needed

Energy Assistance

- ▶ Assist eligible households with utility bills
 - Must show proof of citizenship

- ▶ Target Households
 - Elderly
 - Disabled
 - Households with children under 6
 - Priority given to households with lowest income who pay a high portion of their income for utilities



Weatherization

- ▶ Funds are used to:
 - Reduce air infiltration
 - Insulation, weather stripping, new doors/windows
 - Install energy efficient lighting and appliances
 - Check homes for presence of carbon monoxide
 - Provide energy conservation education and health and safety instruction

- ▶ Target population
 - Low-income
 - Elderly
 - Persons with disabilities
 - Families with young children



Retired and Senior Volunteer Program (RSVP)

- ▶ Coordinates volunteer opportunities for persons age 55 and older
 - Workstations include non-profit, public or government agencies
 - Assist individuals (including youth and frail elderly)
 - Volunteers are covered by liability insurance



Bell County HELP Centers

- ▶ Supported by Bell County with offices located in Temple and Killeen
 - Energy Assistance
 - Weatherization
 - Case Management
 - Rental Assistance
 - Work boots/Uniforms
 - Hotel Rooms/Bus Tickets



Community Service Funds Expended in 2020

Program	BEITZ	Belton Center	Killeen Center
Bell County – Local Funds	-	-	-
Case Management	-	3,318.14	-
CEAP CARES Crisis UA	-	-	-
CEAP CARES Utility Payments	12,351.54	54,832.61	2,220.22
CEAP Crisis Utility	-	-	-
CEAP Utility Payments	46,802.39	100,641.09	37,115.42
CSBG Direct Services	-	-	-
CSBG-D	-	200.00	-
CSBG – CARES	-	22,291.46	-
Energy assistance non-fed	-	1,815.47	39.00
Weatherization	-	8,746.54	-
Grand Total	59,153.93	191,845.31	39,374.64

Program	Temple Help	Killeen Help	Total Bell County
Bell County – Local Funds	31,439.40	32,231.46	63,670.86
Case Management	8,327.32	25,163.69	36,809.15
CEAP CARES Crisis UA	1,600.00	-	1,600.00
CEAP CARES Utility Payments	150,030.19	176,311.32	395,745.88
CEAP Crisis Utility	5,932.96	4,560.00	10,492.96
CEAP Utility Payments	490,732.65	290,780.23	966,071.78
CSBG Direct Services	22,347.19	28,421.70	50,768.89
CSBG-D	4,100.00	2,799.00	7,099.00
CSBG – CARES	171,380.34	147,172.23	340,844.03
Energy assistance non-fed	8,418.98	6,278.27	16,551.72
Weatherization	252,635.25	211,836.13	473,217.92
Grand Total	1,146,944.28	925,554.03	2,362,872.19



Bell County Rent Relief Program

- ▶ Contracted with Bell County to administer the program in March 2021
- ▶ Bell County initially received \$10 million in funding; An additional \$3 million expected
- ▶ Prevent potential evictions and financial hardships of tenants and landlords
- ▶ Project to expend \$4 million by the end of July



Conclusion

Community Action is about
Helping People and Changing Lives by
working with community partners

- ▶ County Governments
 - ▶ City Governments
 - ▶ United Way
- ▶ Churches and Civic Organizations
 - ▶ Private Contributors
 - ▶ Volunteers





CITY COUNCIL MEMORANDUM

AGENDA ITEM # III-3

FROM: THE OFFICE OF THE CITY MANAGER

DATE: JULY 20, 2021

RECEIVE AND DISCUSS A PRESENTATION ON THE KARST FAUNA REGIONS.

EXPLANATION:

The Bell County Judge, David Blackburn, held a Bell County Karst discussion meeting with stakeholders on June 29th. Representatives included Copperas Cove, Gatesville, Temple, and TxDot. City of Killeen was unable to attend but the EDC / Chamber Director was present.

This presentation is to update the City Council on the what Karst is and outline the potential problems that can occur in Karst regions.

ATTACHMENTS:

1. Bell County PowerPoint



Bell County Karst Discussion with Stakeholders

Tuesday June 29th, 2021

Meeting Outline

- 1. Purpose, Previous Efforts, and Recent Events**
 - Honorable Judge David Blackburn
- 2. Karst Background (Technical Information)**
 - NRS Team
- 3. Considerations of TxDOT Waco District**
 - TxDOT
- 4. Next Steps**
 - Honorable Judge David Blackburn
- 5. Open Discussion**



Purpose Previous Efforts Recent Events

Honorable Judge David Blackburn



Salado Salamander Timeline

- ❖ **May 2004:** Center for Biological Diversity (CBD) petitioned U.S. Fish and Wildlife Service (USFWS) to list Salado salamander and designate critical habitat.
- ❖ **Aug 22, 2012:** USFWS proposed to list salamander as endangered and designate 372 acres of critical habitat.
- ❖ **Late Calendar 2012:** Bell County Adaptative Management Coalition (BCAMC) was formed consisting of Bell County, Village of Salado, Salado Water Supply Corporation, and Clearwater Underground Water Conservation District.
- ❖ **Feb 24, 2014:** USFWS listed salamander as threatened, but no critical habitat was designated.



Salado Salamander Timeline Cont'd

- ❖ **Jun 3, 2019:** CBD formally sued USFWS for failure to designate critical habitat.
- ❖ **Feb 26, 2020:** CBD and USFWS reached a Stipulated Settlement Agreement. Proposed designation required by 8/12/2020, final designation by 8/12/2021.
- ❖ **Sept 15, 2020 (missed deadline):** USFWS published proposed critical habitat designation totaling 787 acres.
- ❖ **Nov 13, 2020:** BCAMC and individual stakeholders submitted public comments on the proposed critical habitat designation.
- ❖ **Late 2020:** USFWS initiated Species Status Assessment (SSA).
- ❖ **Mar 2021:** BCAMC began participating in SSA process.



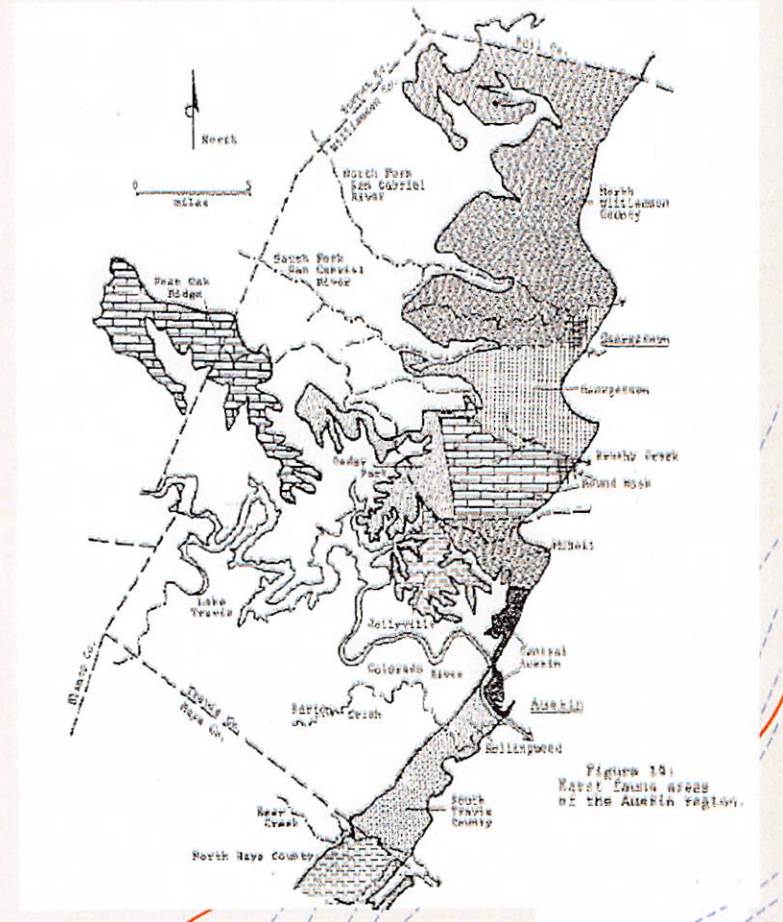
Why We Are Here

- ❖ Received notification from USFWS on April 27th, 2021, that Bell County is a “*county of interest*”.
 - Referenced an analysis from Veni and Jones 2021.
 - Included map of Karst Fauna Region boundaries and karst zones (Veni 2021).
- ❖ Veni is considered the technical expert on karst in Texas.
 - Has been funded by USFWS for karst research since 1992.
- ❖ Karst discussions have various components (i.e., counties of interest, surrounding city officials, TxDOT, Fort Hood, etc.).



KFRs & Zones – A Brief History

- + Identified 11 Karst Fauna Areas that were mostly distinct ecological areas
- + Boundaries could be:
 - + Barriers - boundaries beyond which troglobites cannot pass, such as areas lacking cavernous rock.
 - + Restrictions - boundaries where some gene flow is possible but is limited by space and / or time.

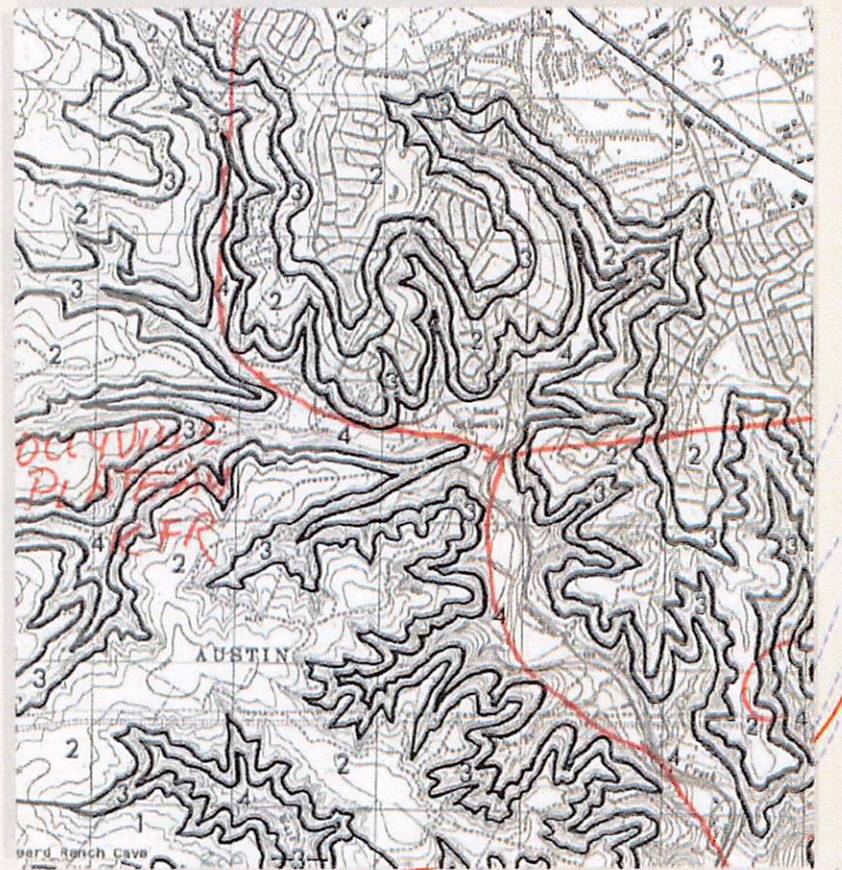


**USFWS, 2021. Karst Fauna Region/Karst Zone Revisions Travis and Williamson Counties, Texas. Slide 8*

KFRs & Zones – A Brief History

+ Karst Zones hand drawn onto 22 paper quad maps depicting:

- Zone 1 - areas known to contain endangered cave fauna;
- Zone 2 - areas having a high probability of suitable habitat for endangered or other endemic invertebrate cave fauna
- Zone 3 - areas that probably do not contain endangered cave fauna
- Zone 4 - areas which do not contain endangered cave fauna.

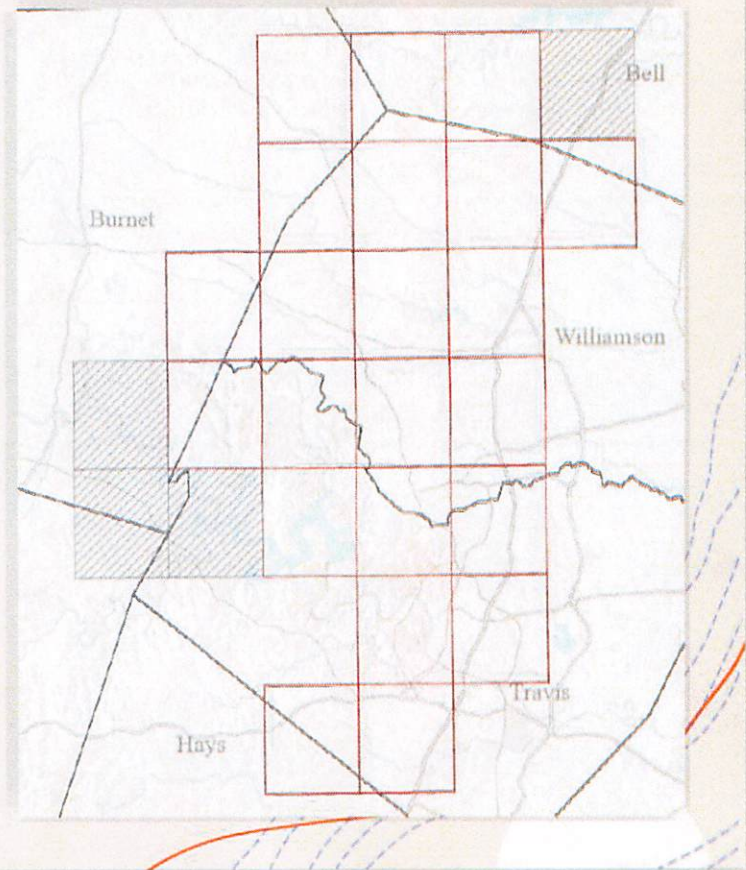


**USFWS, 2021. Karst Fauna Region/Karst Zone Revisions Travis and Williamson Counties, Texas. Slide 10*

KFRs & Zones – A Brief History

+Veni and Martinez 2007

- Updated the karst zone boundaries
- Analysis included all of 26 quadrangles
- Added 180 new endangered species localities
- Included information from more precise geologic mapping in certain areas

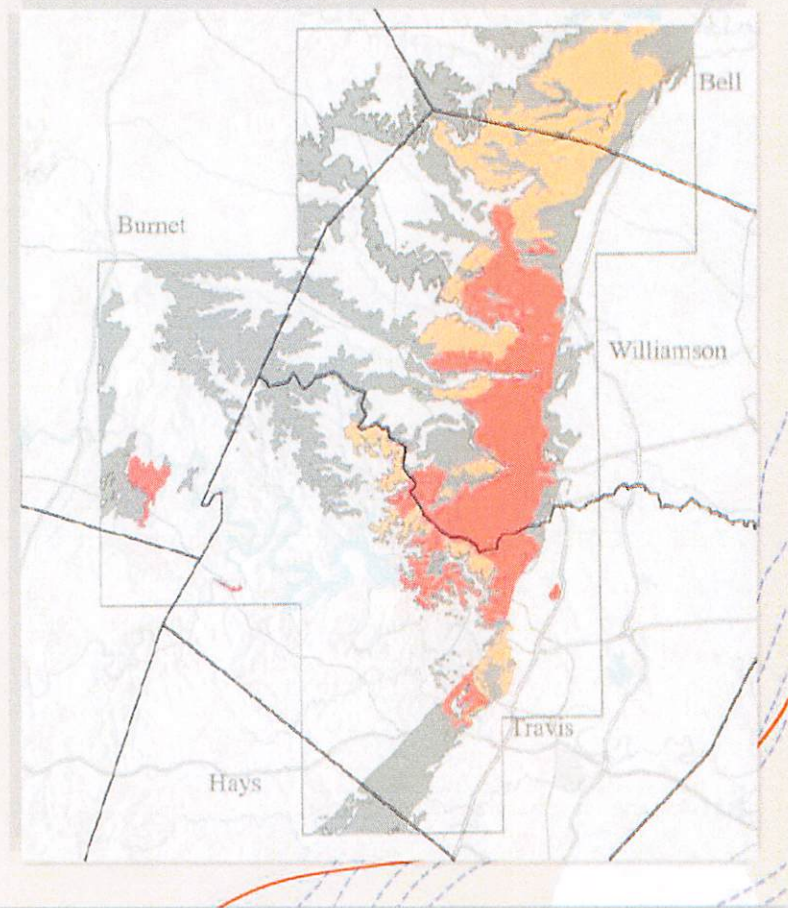


**USFWS, 2021. Karst Fauna Region/Karst Zone Revisions Travis and Williamson Counties, Texas. Slide 11*

KFRs & Zones – A Brief History

+Veni and Martinez 2007

- Provided updated karst zones in GIS
- Provided separate files for rare species and endangered species karst zones
 - Zone 1 - areas known to contain endangered cave fauna;
 - Zone 2 - areas having a high probability of suitable habitat for endangered invertebrate cave fauna
 - Zone 3 - areas that probably do not contain endangered cave fauna
 - Zone 4 - areas which do not contain endangered cave fauna.



**USFWS, 2021. Karst Fauna Region/Karst Zone Revisions Travis and Williamson Counties, Texas. Slide 12*

Where we are now

+ Other authors:

- White and Carothers 2001 - KFR boundaries are limited by existing taxonomy which in most cases does not accurately reflect species distributions
- Paquin and Hedin 2004 and White 2006 - distribution of some species do not correspond well with current KFRs in Bexar County based on DNA results for *Cicurina* species
- White et al. 2009 - Relay ramps of block-faulted limestone may play a greater role in species distribution than streams
- Ledford 2012 - distribution of *Tayshaneta* closely corresponds to KFR boundaries; geological complexity and phylogenetic histories of invertebrates in the region make delineation of boundaries a daunting task
- Van Kampen, Lewis and White 2019 - recommends modifying N Williamson/Georgetown KFRs to include entire range of *Batrisodes texanus* in one recovery unit

*USFWS, 2021. Karst Fauna Region/Karst Zone Revisions Travis and Williamson Counties, Texas. Slide 15

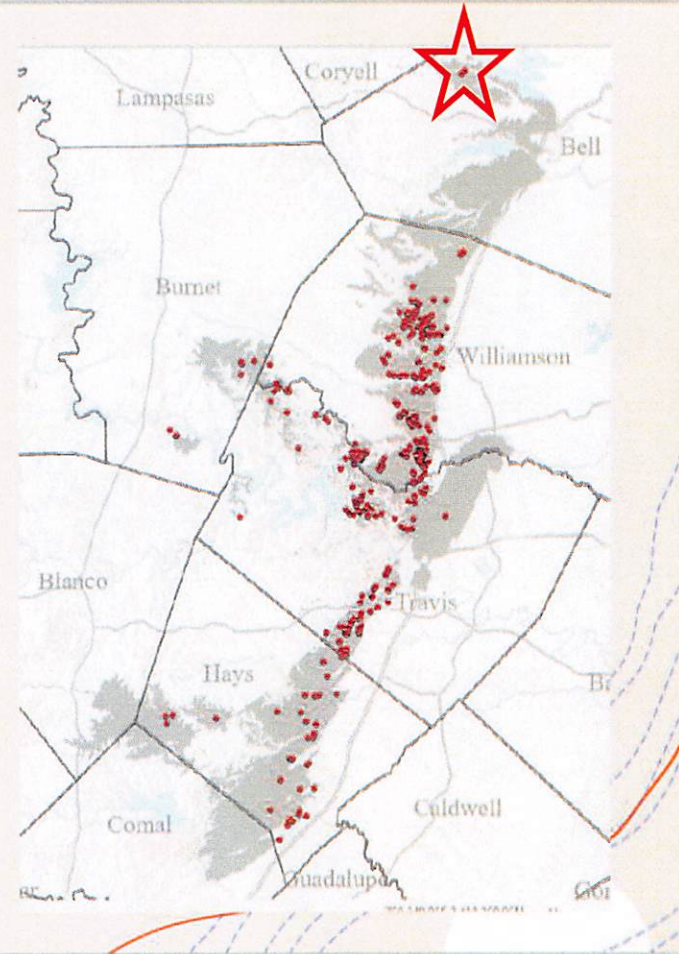
Veni and Jones 2021

- + Veni, G and M. Jones. 2021. Statistical Analysis and Revision of Endangered Karst Species Distribution, Austin Area, Texas. National Cave and Karst Research Institute Report of Investigation 10. Carlsbad, New Mexico. 58 pp.
- + **Update and revise Karst Fauna regions and karst zones**
- + Considered modeling geology, hydrology, cave microclimates, surface climate, vegetation, and soils but most didn't have sufficient data or the needed resolution
- + Reversed analysis:
 - Determined and analyzed the range of distribution for each species
 - Clusters of multiple range margins were interpreted to reflect the presence of a barrier or restriction for species distribution
 - Looked for geologic contacts, faults, streams, soils or other factors within the area where the range margins clustered

**USFWS, 2021. Karst Fauna Region/Karst Zone Revisions Travis and Williamson Counties, Texas. Slide 16*

Species Distribution

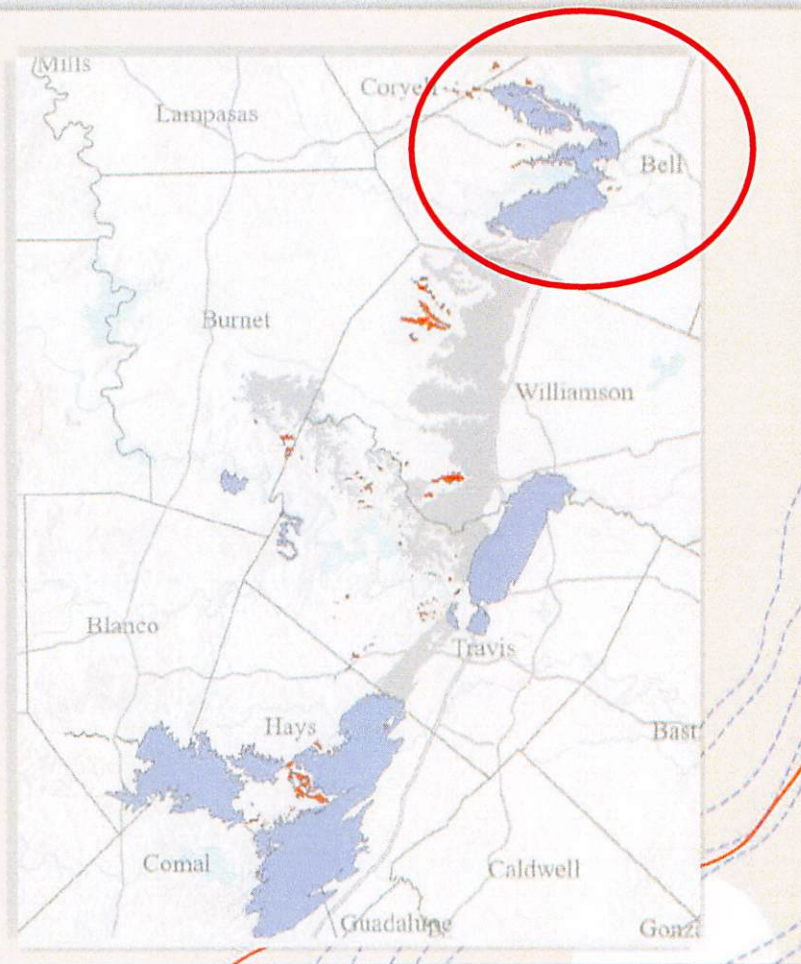
- + Compiled species records for 39 species of troglobites from 479 localities (291 caves occupied or potentially occupied by listed species)
- + Most confident records used
- + Tentative records used as informal validation of the model



**USFWS, 2021. Karst Fauna Region/Karst Zone Revisions Travis and Williamson Counties, Texas. Slide 17*

Karst Fauna Regions

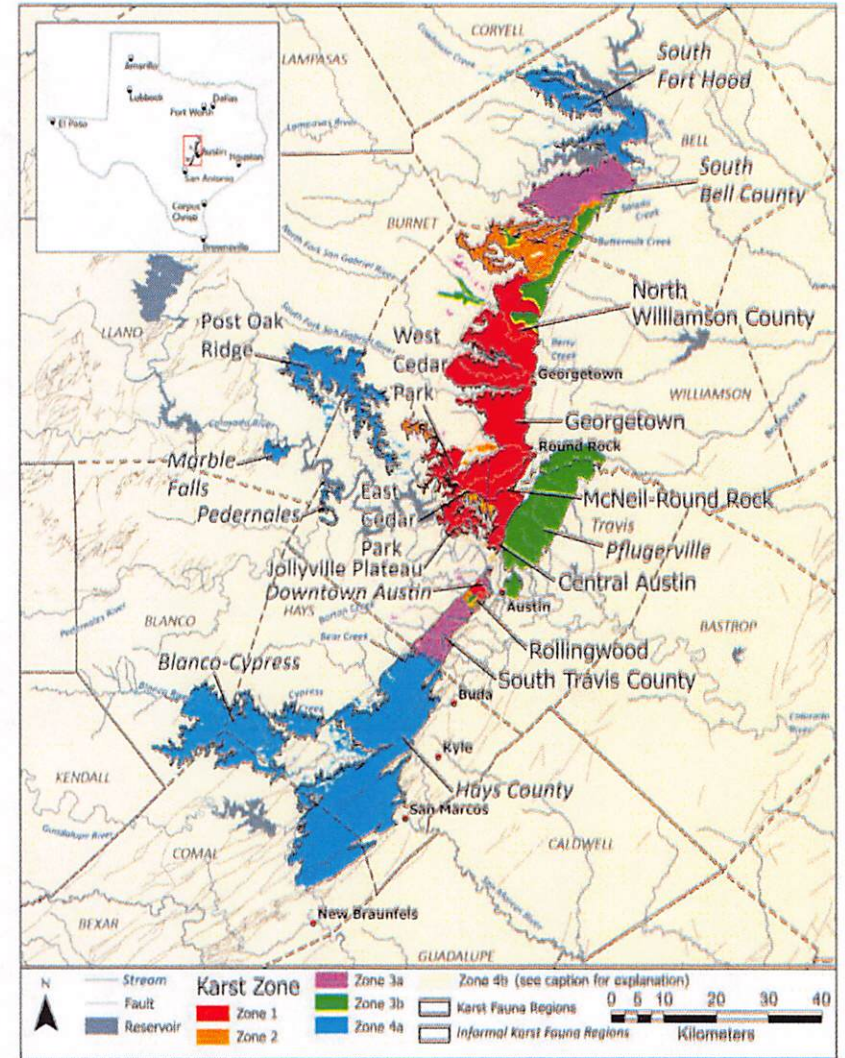
- +Eight informal KFRs were described
- +“Undesignated” KFR was created



**USFWS, 2021. Karst Fauna Region/Karst Zone Revisions Travis and Williamson Counties, Texas. Slide 23*

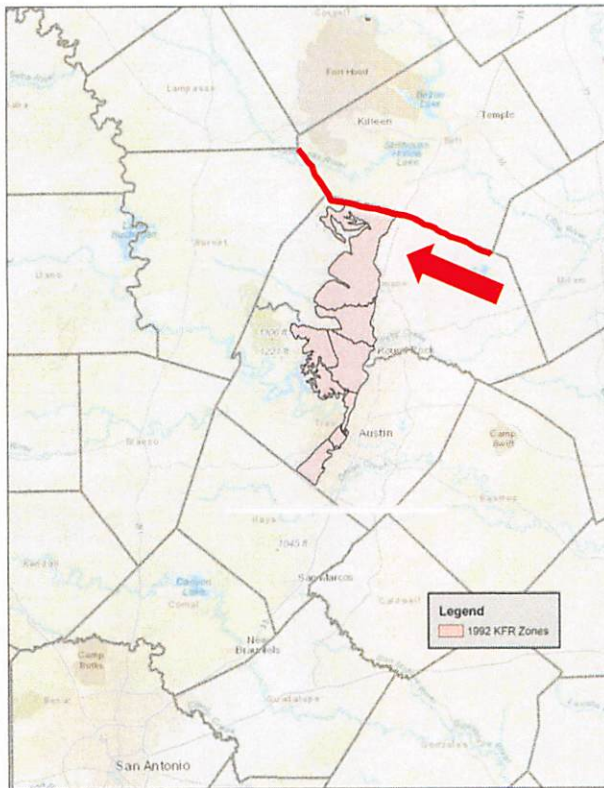
Veni 2021 Karst Map

Provided by USFWS

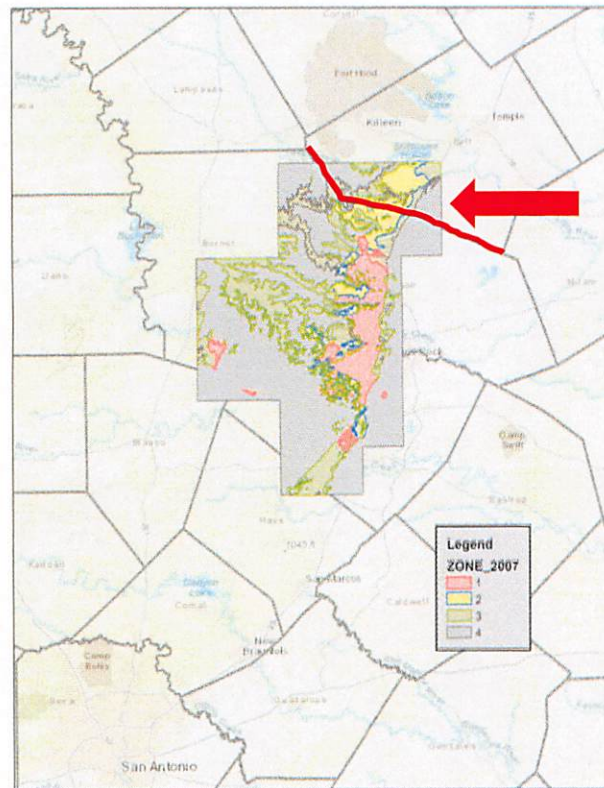


Comparison of Veni KFR Zones: Expansion into Bell County

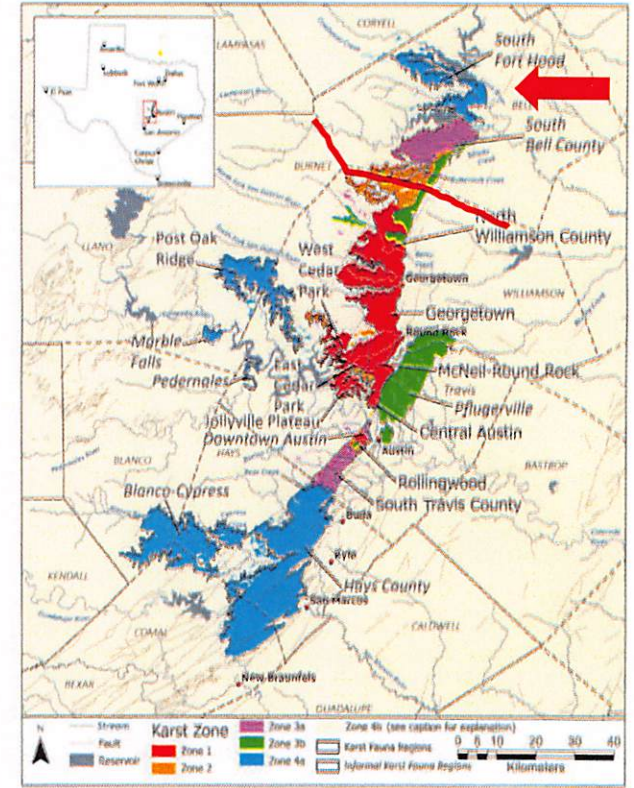
1992




2007



2021





Karst Background (Technical Information)

NRS Team

Definitions

- ❖ **Fauna** – animal life, typically of a region or environment.
- ❖ **Karst** – A type of natural land formation, usually with many sinkholes and caves formed through the dissolving of soluble rock by underground drainage systems.
- ❖ **Karst Fauna Region (KFR)** – geographic areas that were delineated based on potential discontinuity of karst habitat that may produce or limit interaction between troglobite populations. (*USFWS 2011*).
- ❖ **Karst Fauna Area (KFA)** – a geographic area known to support one or more locations of an endangered karst invertebrate species. (*USFWS 2011*).
- ❖ **Karst Zone** – geologic context that identifies the probability of the presence of rare or endangered species (*USFWS 2011*).
- ❖ **Troglobite** – species that live completely in a cave.

Review of *Hypogene Karst of Texas*

❖ **Paper:** Stafford, K. W. and *Veni, G.*, 2018. *Hypogene Karst of Texas*: TSS Monograph 3: Austin, Texas, Texas Speleological Survey, 122 p.

❖ Identifies 12 broad Karst Regions in Texas.

➤ Collection of papers describes 9 of the 12 regions.

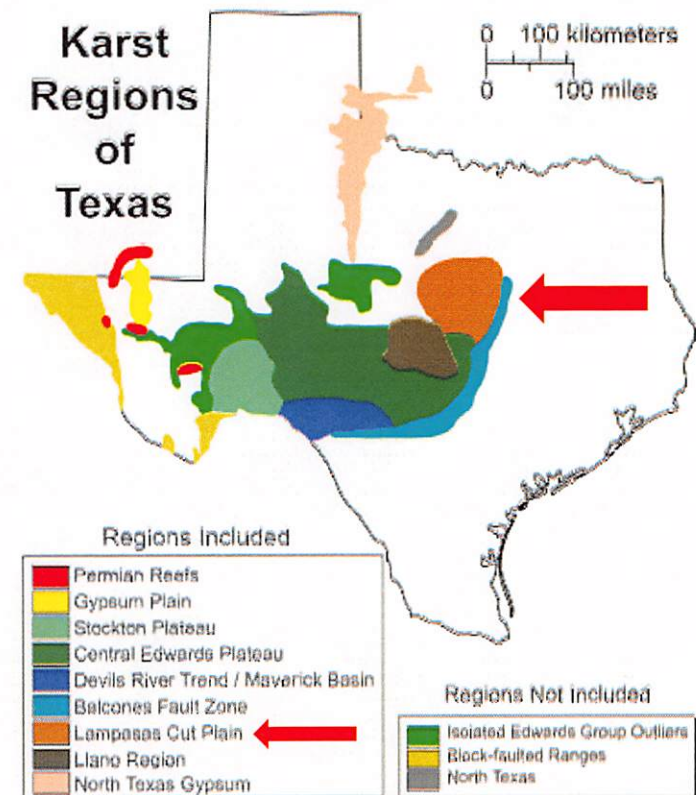
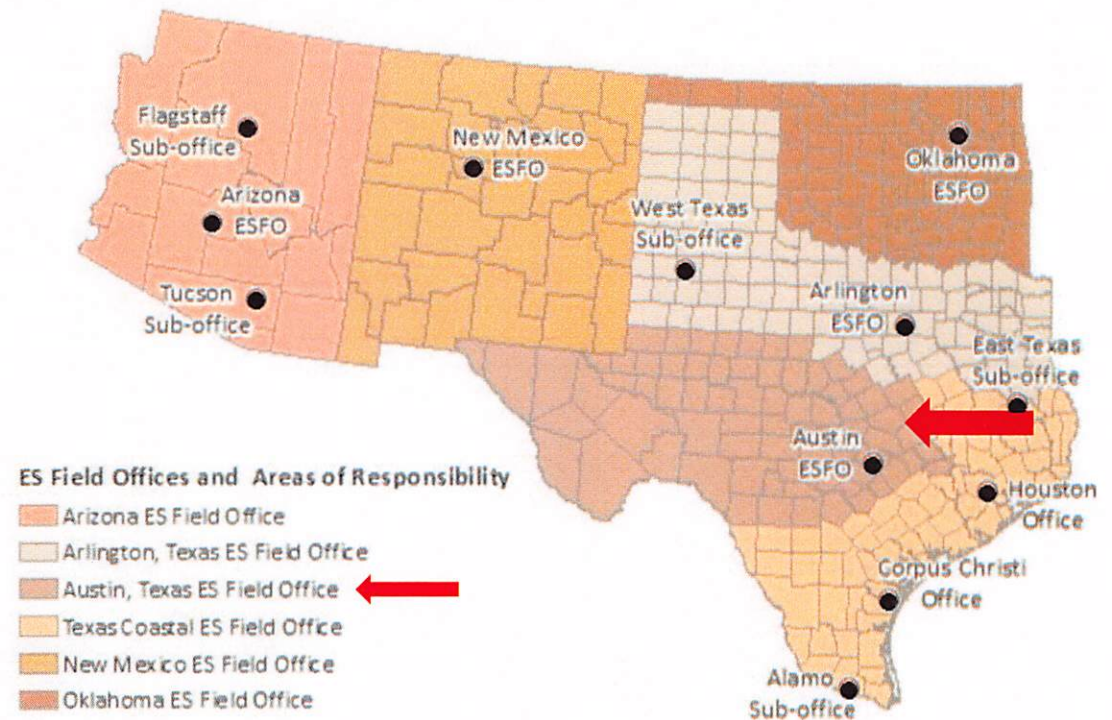


Figure 1. Karst regions of Texas (note regions included in this book).

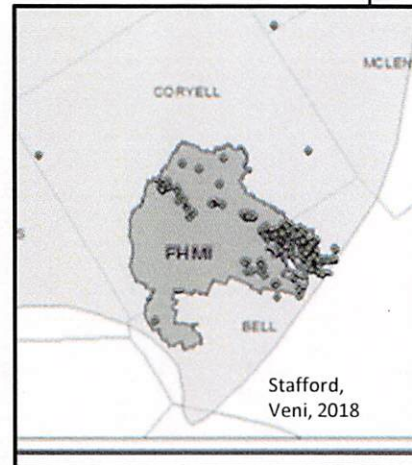
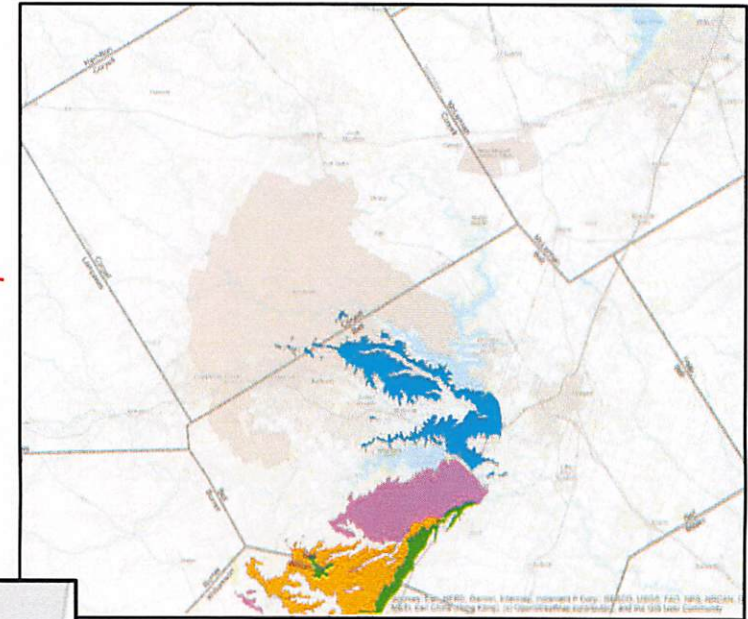
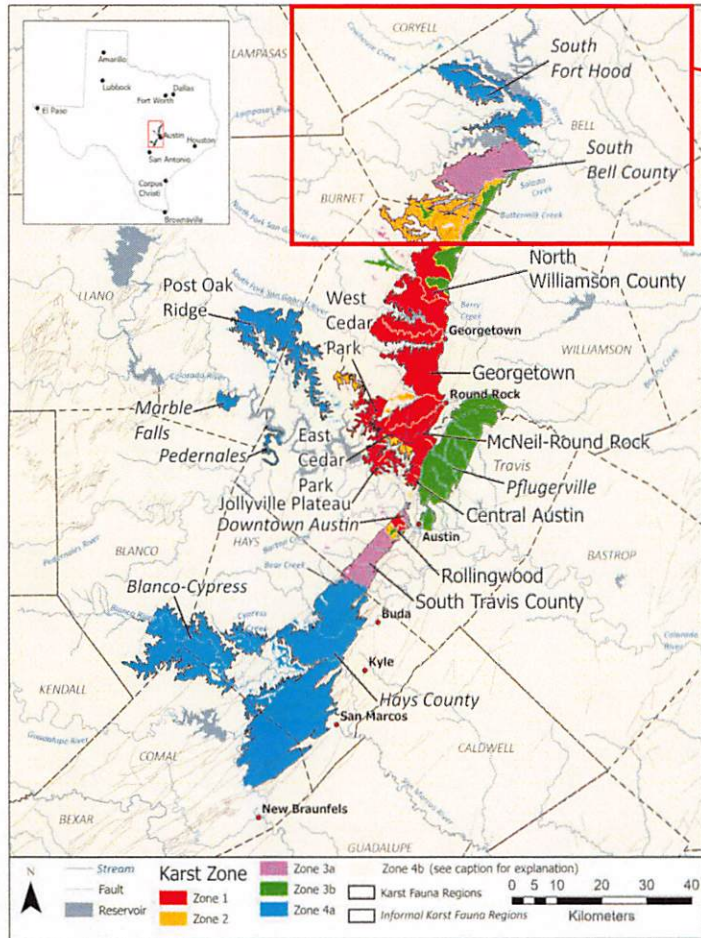
Associated USFWS Region and Field Office

❖ USFWS Region 2.

❖ Majority of 12 broad Karst Regions in Texas align with USFWS Austin Ecological Services Field Office.



2021 Veni, Karst Zones

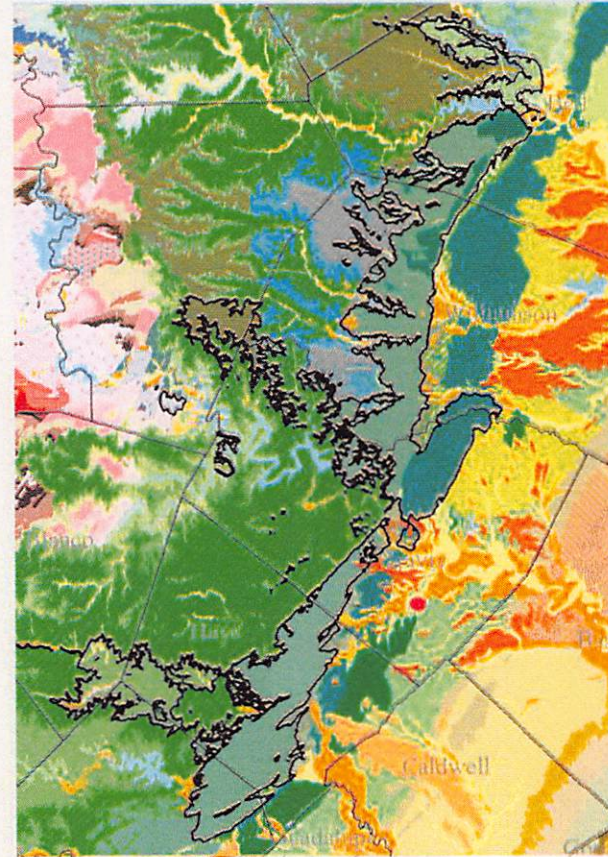


- ❖ Now extends into Southern Fort Hood.
- ❖ Most karst on Fort Hood are North of Lake Belton.

Cavernous Geologic Unit

+ Balcones Fault Zone from the Guadalupe River in Comal County, northeast approximately 160 km to the Leon River in Bell and Coryell counties.
Includes:

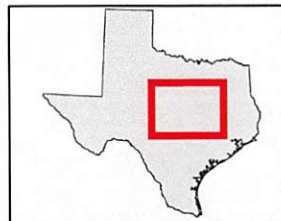
- Austin Chalk
- Georgetown Formation;
- Edwards Limestone and equivalent Fredericksburg Group and in Bell County the equivalent undivided Denton Clay, Fort Worth Limestone, Duck Creek Limestone, Kiamichi Clay, and Edwards Limestone
- Walnut Formation (in the Post Oak Ridge area where it is cavernous and not in the Bell-Coryell County area where it is not)
- Lower Member of the Glen Rose Limestone
- Undivided mapping of the Hensel Sand and Cow Creek Limestone along part of the Pedernales River
- Marble Falls Limestone




**USFWS, 2021. Karst Fauna Region/Karst Zone Revisions Travis and Williamson Counties, Texas. Slide 18*

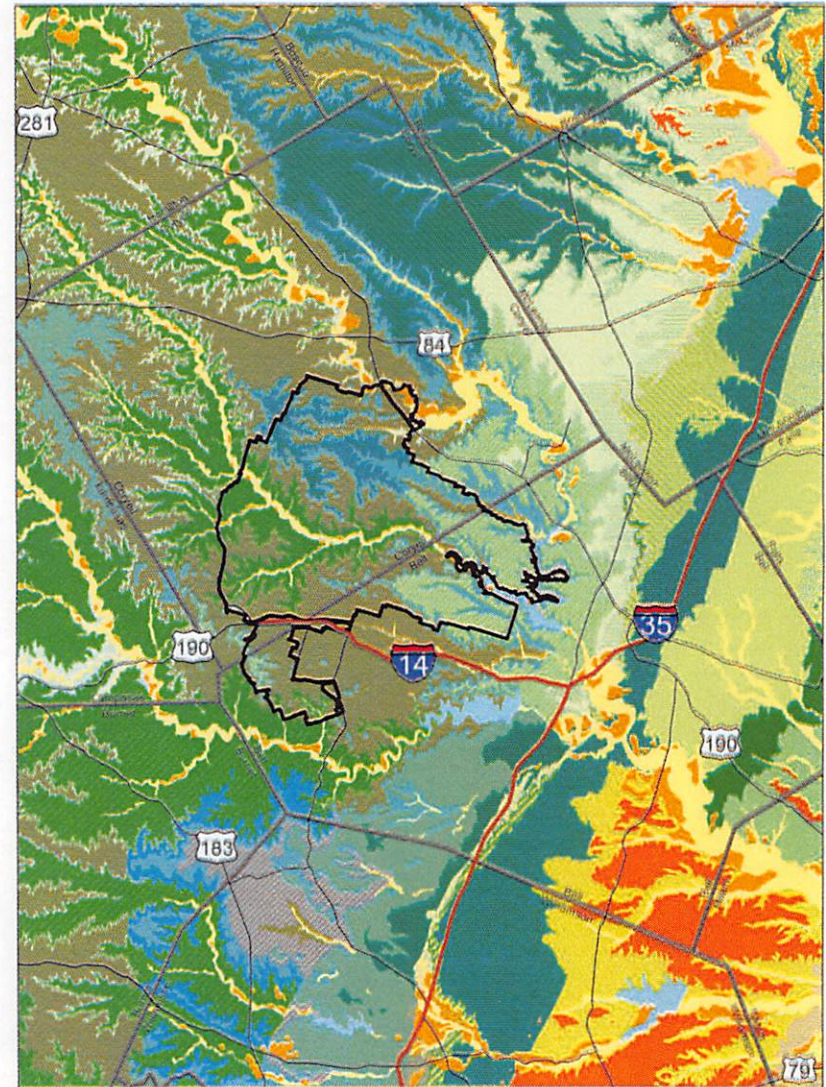
Geologic Atlas of Texas

- ❖ Base layer created by USGS and presented by USFWS.
- ❖ Geologic features in Area of Interest (Fort Hood and surrounding area).



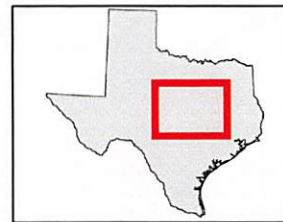
Texas Water Science Center (USGS TWSC).
Geologic Database of Texas, 2014-02-01.
<https://data.tnris.org/>, 2021-06-18.

Legend
 Fort Hood Boundary





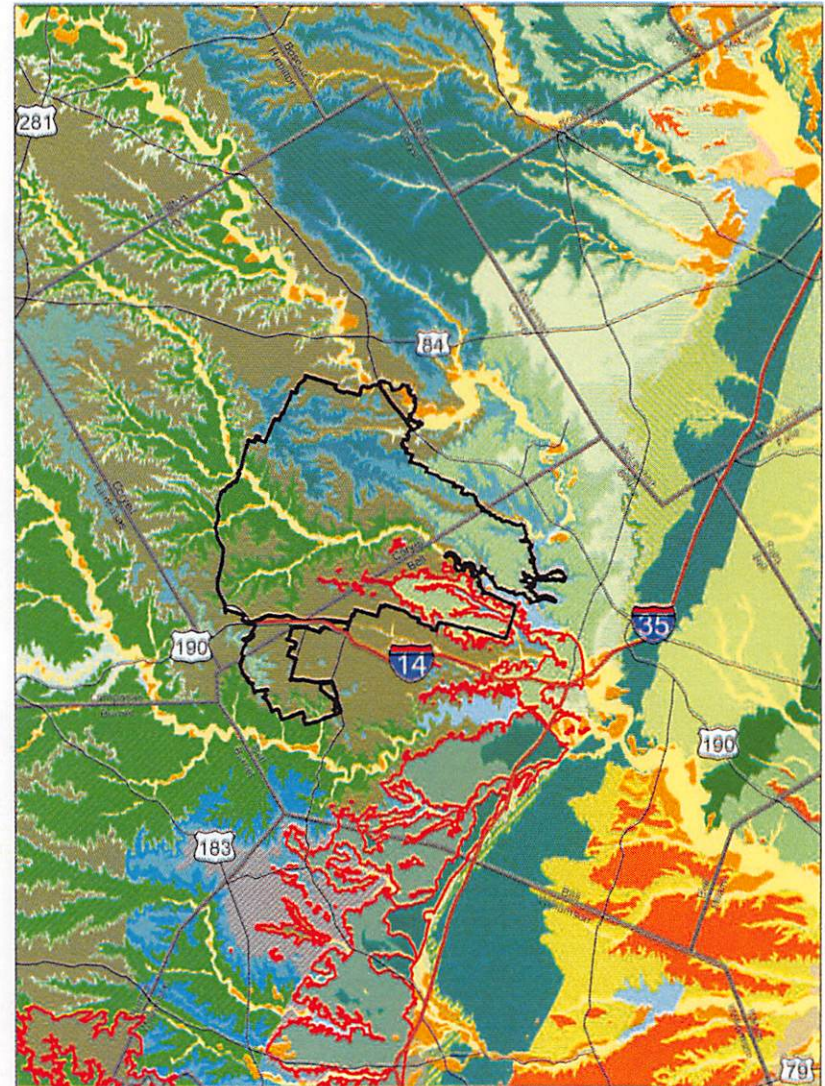
Geologic Atlas of Texas

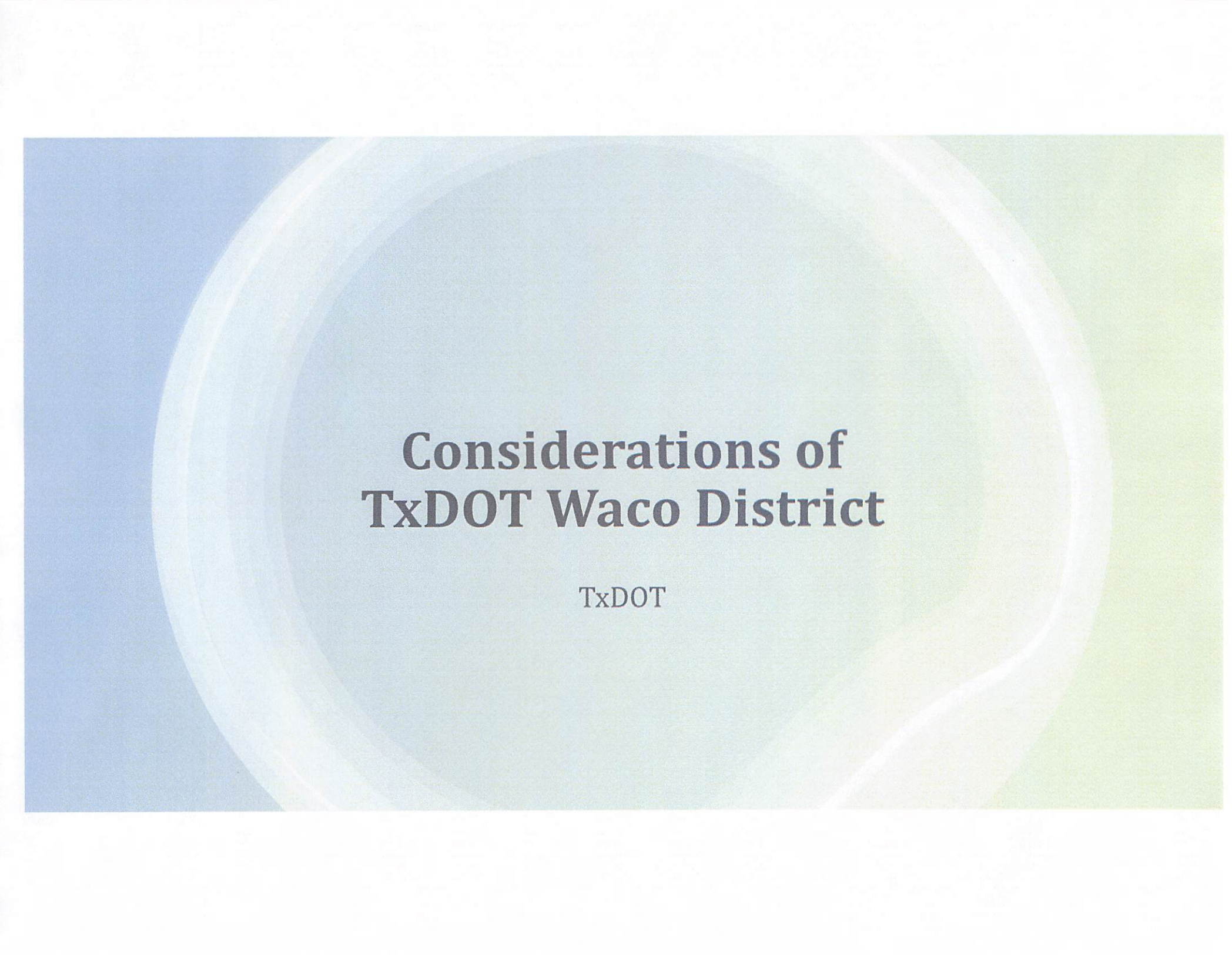
- ❖ Veni 2021, Karst Fauna Zones overlaid on geologic features (Red Boundary).



Legend

-  Fort Hood Boundary
-  KarstZones



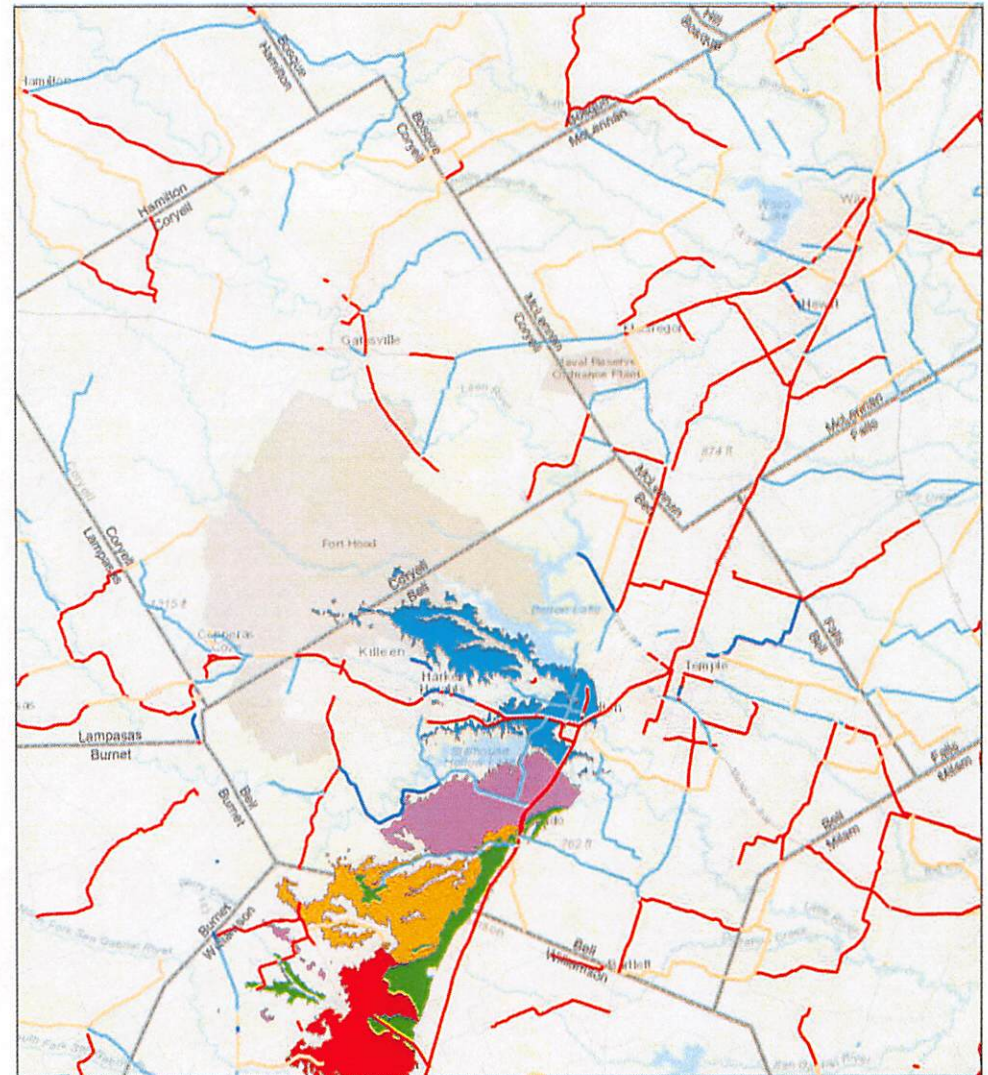
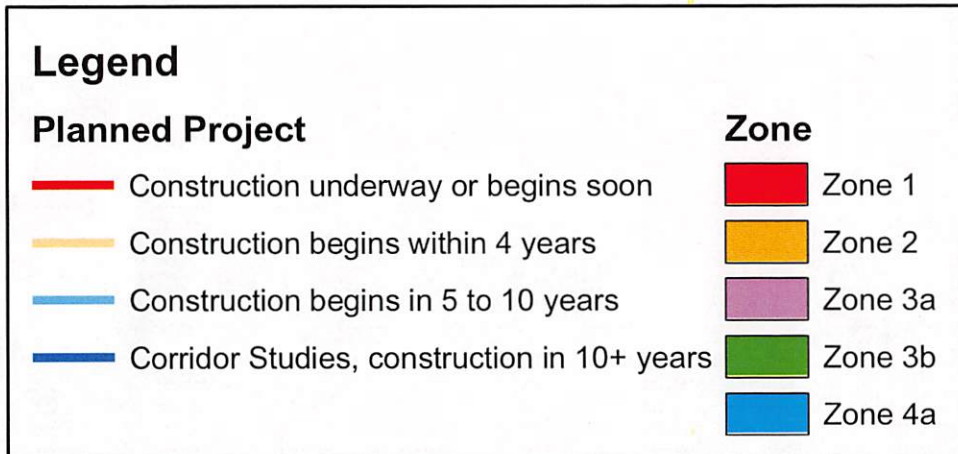


Considerations of TxDOT Waco District

TxDOT

Current TxDOT Planned Projects

❖ Several impacts to all phases in Bell and Williamson Counties, potential impacts to Coryell County.



Current TxDOT Planned Projects

- ❖ Snapshot of Bell County.
 - Karst Region identified by Veni, 2021.

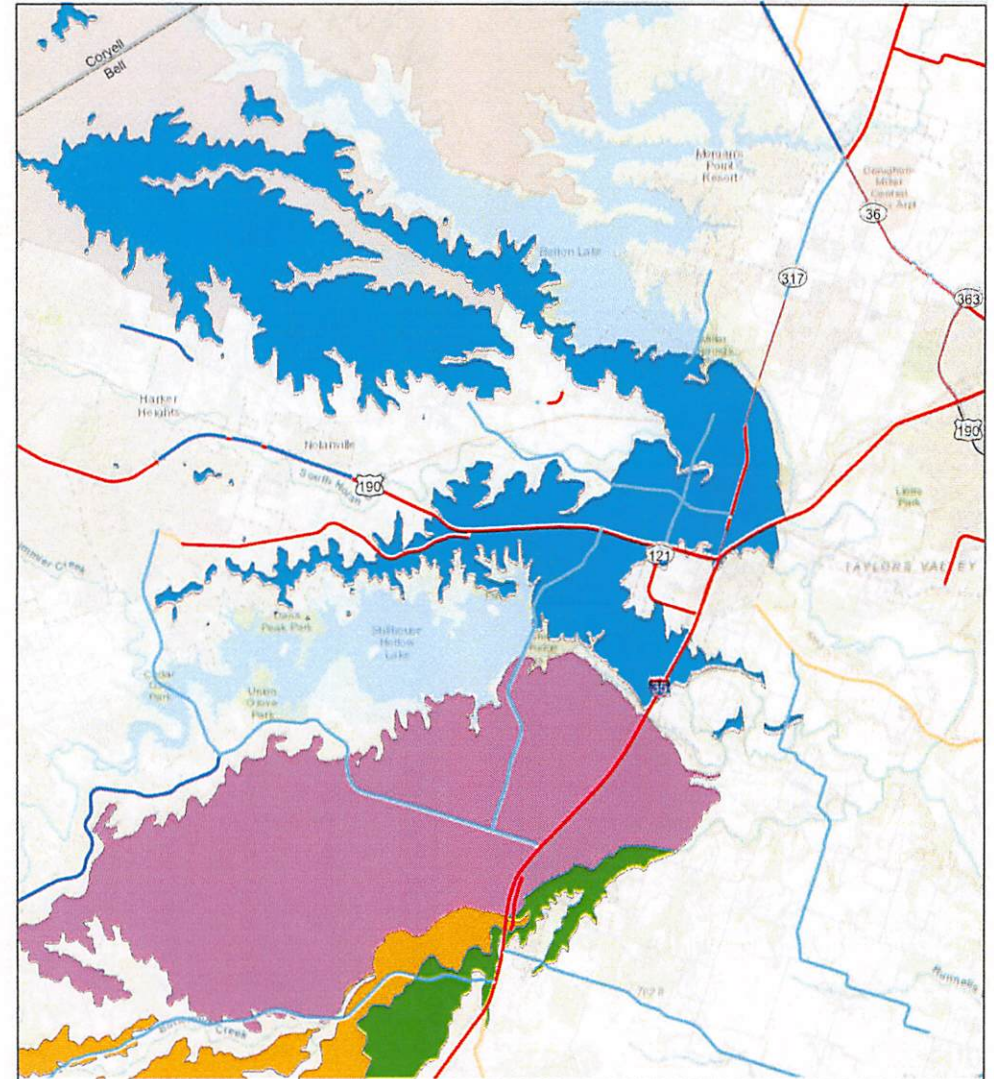
Legend

Planned Project

- Construction underway or begins soon
- Construction begins within 4 years
- Construction begins in 5 to 10 years
- Corridor Studies, construction in 10+ years

Zone

- Zone 1
- Zone 2
- Zone 3a
- Zone 3b
- Zone 4a





Next Steps

Honorable Judge David Blackburn

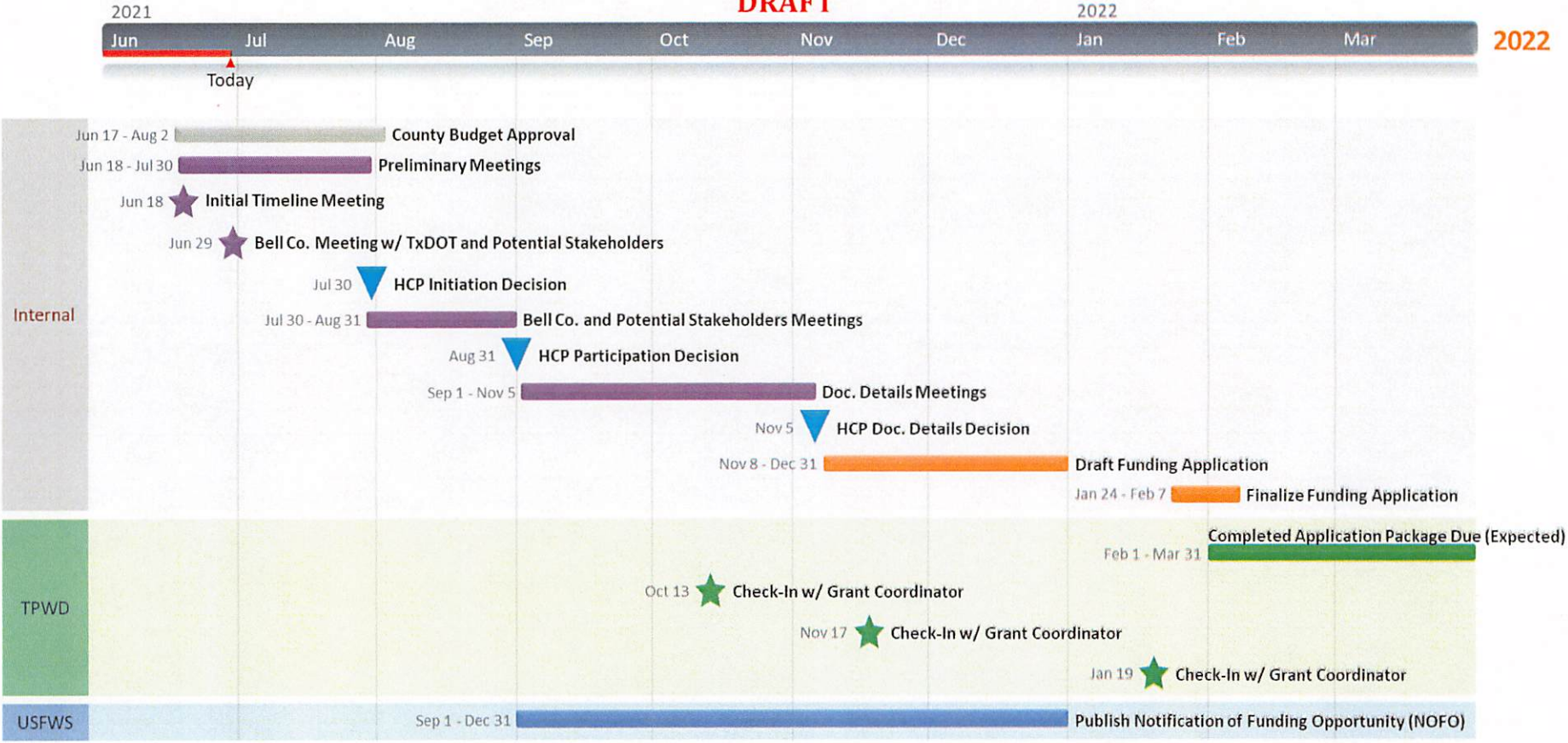
What's Next

- ❖ Recommend interested stakeholders meet within the next 30 days to:
 - Get briefed on Habitat Conservation Plans (HCPs).
 - Dialogue and discuss options/strategies for going forward.



Potential Timeline

DRAFT



DRAFT



Bat Cave Spider

**Bee Cave
Harvestman
Spider**



**Coffin Cave Mold
Beetle**





Thank You!

Any Questions?



CITY COUNCIL MEMORANDUM

AGENDA ITEM # III-4

FROM: THE OFFICE OF THE CITY MANAGER

DATE: JULY 20, 2021

RECEIVE AND DISCUSS A PRESENTATION ON THE CEREMONIAL DOCUMENT POLICIES AND PROCEDURES.

EXPLANATION:

During the past year, the Mayor and the City Council have recognized outstanding citizens, groups, and organizations that have made a contribution or positive impact on the citizens of our community.

In doing so, staff is beginning to receive recommendations from citizens and parents to recognize relatives, siblings, and or organizations that they are involved in.

Staff has developed a policy for council's consideration. These policies and procedures are intended to assist in determining the type of recognition and award for the efforts of promoting the spirit of civic awareness and pride.

ATTACHMENTS:

1. Ceremonial Document Policies and Procedures

CEREMONIAL DOCUMENTS POLICIES AND PROCEDURES

PURPOSE:

This recognition program was created by the City of Harker Heights Mayor and City Council to acknowledge outstanding citizens who have made a significant contribution to, or positive impact on the citizens of our community. Individuals or groups who receive recognition exemplified a strong sense of volunteerism, civic pride, and commitment towards the betterment of our community.

A ceremonial document could be a proclamation, letter or certificate that may congratulate, honor, or recognize a City of Harker Heights resident or organization.

CEREMONIAL DOCUMENT CRITERIA:

Ceremonial documents are reserved for people, places or events that positively contribute to the economic, social and/or cultural fabric of the City of Harker Heights.

Ceremonial documents will not be issued if:

- The request promotes campaigns, events or ideological and political beliefs that are contrary to the policies or laws of the City of Harker Heights.
- The request is for commercial/for-profit purposes.
- The request conflicts with federally recognized months, weeks, or days of observance.
- The request takes a side/position regarding international disputes or is a subjective statement of ideology.
- The request is for an event that is expected to happen but has not yet been confirmed.
- The request is on behalf of individuals/groups of which the requester has no proven affiliation.
- The request is to replace a damaged or missing document from a previous administration.

The following guidelines determine the type of recognition document issued.

PROCLAMATIONS:

An official document on special stationery that is issued for the following occasions. For example:

- Local City and civic celebrations
- Significant Birthdays (75+)
- Significant Anniversaries (50+)

- Retirements
- Public Awareness campaigns
- Special honors (on the recommendation of the Mayor and/or City Council)

LETTERS OF APPRECIATION/CONGRATULATIONS:

An official letter on the City of Harker Heights' letterhead that celebrates achievements and recognizes individuals or organizations for their accomplishments. They are issued for the following occasions. For example:

- Significant Birthdays (50-75)
- Significant Anniversaries (40-50)
- Retirements
- Eagle Scout Award
- Girl Scout Gold Award
- Grand openings
- Professional celebrations
- Extraordinary volunteerism

BRIGHT STAR AWARDS:

An official award that celebrates the superlative service, performance, and/or contribution to the City of Harker Heights. For example:

- Areas of Recognition
 - Accomplishment – recognition for distinct and extraordinary accomplishments that have made significant identifiable successes or improvements for the citizens of Harker Heights.
 - Human Relations – Recognition for outstanding contributions made toward enhancing the quality and morale of the community.
 - Public Service – recognition for demonstrating a high awareness of the needs of the citizens regarding the services provided and encouraging others to value the importance of public service and stewardship.
 - Safety & Heroism – recognition for demonstrating outstanding judgement or courage in an emergency, voluntarily risking his or her life or taking action to prevent injury, loss of life or damage or loss of property.
 - Health & Wellness – recognition for providing outstanding leadership and setting an example in support of the City's pursuit of enhanced organizational effectiveness through improvements in the health and wellness of its citizens.

The ceremonial documents may be awarded as deemed appropriate at the discretion of the Mayor and members of Harker Heights City Council.