



CITY OF HORSESHOE BAY

Historic Preservation Advisory Committee (HPAC) Charter

Adopted by City Council April 19, 2022

Purpose

The purpose of the Historic Preservation Advisory Committee is to serve as an advisory body to the City Council by identifying potential historic preservation goals and strategies for the City. The Committee will develop a "Plan" document that will act as a recommended blueprint for the preservation of the historical artifacts, documents, or other historically relevant items related to the land, past communities, and the past and present political entities in the City of Horseshoe Bay's boundaries. Information derived from various sources, such as the City's elected officials, City staff, citizens, and other stakeholders, will help guide the development of a historic preservation Plan that will proactively address the needs, desires, and education of the community.

Responsibilities

- To act as an advisory committee to the City Council in identifying potential historic preservation goals and strategies for the City of Horseshoe Bay.
- To review the current situation of preserving, recording, and celebrating the history of Horseshoe Bay, and work with regional and state historical organizations to learn of available resources and best practices.
- To draft a Plan that will act as a recommended blueprint for the next five years (2022-2027) relating to historic preservation and coordinate the implementation of any actions approved by City Council,
 - The Plan shall be ready for presentation to City Council by November 15, 2022.
 - The Plan will be drafted after a thorough review of the 2021 Long Range Plan by all Committee Members.
 - A vote of the Committee indicating support of the Plan will be taken prior to the submission of the document to City Council for consideration. If unanimous consensus of support cannot be achieved, a majority vote will allow the Plan to move forward to Council; however, an explanation of any opposing views must be included in a cover letter to Council at the same time the Plan is scheduled for consideration.
 - City Council has the final word on the content of the Historic Preservation Plan. Council will act in one of the following manners: 1) vote to adopt the Plan as presented by the Committee without changes; 2) return the Plan to the Committee for revision with comments; or 3) modify and adopt.
- Locate, collect, document, and store known artifacts and/or documents that help define the history of Horseshoe Bay.
- Schedule regular "open forum" meetings, wherein the public is invited to participate and offer artifacts and/or documents pertinent to the history of Horseshoe Bay.
- To provide updates and reports to City Council on a regular basis regarding the Committee's activities, through the City Council Liaison for the Committee.
- Present a budget proposal (if needed) annually by May 1st to the City Council, with prior review by and under the supervision of the City Manager, for funds needed in the following fiscal year.

Qualifications of Applicants

Committee members shall meet (and continue to maintain for the duration of their service on the Committee) the following qualifications for appointment:

- Registered voter of the City of Horseshoe Bay;
- Must have resided in the City for at least 12 months prior to appointment;
- Must not be in arrears in the payment of any taxes or other liability due to the City;
- Must be interested in historic preservation;
- Must have an active application on file with the City Secretary;
- Must meet any certain requirements as set out in city ordinance or state statute; and
- May not hold any other public office, except that of a Notary Public or as a member of the Armed Services or National Guard.

Required Member Skills

Committee members should possess the following skills, knowledge, experience and other attributes:

- The ability and willingness to work in a team environment.
- Good understanding and support of the City of Horseshoe Bay's Mission Statement, Vision Statement, Leadership Philosophy, and Values.
- General communication and team facilitation skills.
- Must be open-minded and able to work collaboratively with others.
- Exhibit a positive and constructive attitude.
- Have a demonstrated interest in, or experience with, historic preservation.

Ultimately, City Council will be mindful of the personal and professional background of each current and potential member when making the final appointments, including any prior experience in historic preservation related fields. Formal education in related fields is not required, but some demonstrated experience or involvement in historic preservation projects or planning is preferred.

Membership

- Five (5) voting Committee Members, including the Chair, will be appointed by City Council.
- Members may assume the following roles:
 - Chair and Coordinator: Responsibilities are to 1) manage and schedule all meetings of the Committee; 2) take minutes of the meetings and provide a copy of each to the City Secretary; 3) prepare an annual budget each year under the supervision of the City Manager; 4) report regularly to the City Council about Committee activities.
 - Member and Archivist: Work with the City Staff Liaison to ensure all records and artifacts are preserved, stored, and accessible to interested researchers.
 - Member and Liaison with Outside Groups: 1) coordinate with regional and state historical organizations to learn of available resources and best practices, and 2) write grant proposals and requests as needed.
 - Member and Public Relations Expert: Work with the City Manager (Public Information Officer) to communicate and advertise to the Horseshoe Bay community and other interested entities the results of the work of the HPAC.
 - Member and Advisor: Identify projects and activities needed to fulfill the purpose and goals of the HPAC.
 - City Council Liaison: Act as a communication conduit between the HPAC and City Council to provide information, report on activities, and present requests. (Non-voting member)
 - City Staff Liaison: Act as the main point of contact to the Committee Chair and Members. All communications between Committee Members and the City must go through the City Staff Liaison assigned by City Council to the Committee. (Non-voting member)

- The Chair will be recognized as the City Historian.
- The Committee may have an unlimited number of non-voting, advisory participants.
- Chair and Members shall continue to serve until such time as they resign, are removed, or the Committee is dissolved. Members may be removed from office at any time by a simple majority vote of the City Council.
- To the greatest extent possible, members will be past graduates of a Citizens' Academy.

Meeting Schedule and Attendance

The meetings of the Committee shall be held on a regular basis, but not less than once every three months. Meetings may be called by the Chair, at the request of two or more Committee Members, or as deemed necessary by City Council. Members shall attend meetings as necessary to complete the assigned duties as specified by City Council. The Committee meetings shall be open to the public. A Member's position is automatically considered vacant if the Member is absent for: 1) three consecutive, regular meetings; or 2) four meetings (cumulative) during the preceding twelve-month period. Exceptions may be granted if the Member has first obtained a written leave of absence from the Chair or Council and absences are due to unusual circumstances beyond the Member's control.

Conduct of the Members

- The Committee Members shall at all times seek to promote positive and respectful cooperation between the City and all citizens, homeowners' associations, institutions involved in historic preservation, and all related stakeholders. Members will act in a professional and confidential manner as representatives of the City. No member of the Committee may authorize, promise, or expend city funds or resources (including staff time).
- Each Member has equal standing and shall actively participate in deliberations, reviews, and recommendations. Members will respect the process, this Charter, and one another by considering all ideas expressed, being thoroughly prepared for each meeting, maintaining the confidentiality agreed upon and sharing equally in the responsibility to reach consensus successfully. Members will treat citizens who attend the meetings with respect and fair consideration.
- Any Member who has, or may have, a conflict of interest related to any item being considered by the Committee must complete and submit a Conflict-of-Interest Affidavit to the City Secretary, whether such interest is direct, indirect, financial, or otherwise.
- The Committee does not have the power to make final decisions or the power to adopt rules regarding public business. Committee Members may not direct City staff members to produce work or perform research. All communications between Committee Members and the City must go through the City Staff Liaison assigned by City Council to the Committee.

City Council Liaison for the HPAC: Council Member Jerry Gray – jgray@horseshoe-bay-tx.gov

City Manager: Jeff Koska – jkoska@horseshoe-bay-tx.gov

City Staff Liaisons for the HPAC:

Bill Teeter – bteeter@horseshoe-bay-tx.gov

Beth Kuentz – bkuentz@horseshoe-bay-tx.gov