

MINUTES OF MARCH 9, 2026, REGULAR MEETING

On this day, the 9th day of March, the City Council convened in regular session in the City Council Room. The regular meeting being open to the public and notice of said regular meeting having been given as prescribed by Chapter 51 of the Government Code with the following being present and in attendance to wit:

Mayor Pro Tem Lloyd Roberts, Council Members Zack Altman, Jill Cromwell, Leslie Ivy, Melisa McIntosh, Winfred McQueen, Woody Richardson, and Mark Sweatt. Mayor Joe Davis was absent. Employees present were City Administrator Jack Owens, City Secretary Amalia Gaxiola, and Police Chief Rex Plant. Others present were Kim Cloyd, Alexis Gentry, Jacob Gilbertson, Ashlee Estlack, Victoria Davis, Melissa Hibbitts, Jone Ponder, Thelma Beasley, Diane Conatser, Roman Buckner, Daena Santos, and Robert Connell.

1. CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro Tem Roberts called the regular meeting to order at 6:00 p.m. and noted a quorum present. He asked Alderman Richardson to voice the invocation, and Roberts led the pledge of allegiance.

2. PUBLIC COMMENT

Alexis Gentry greatly thanked Brian Watson for all he did for them regarding animals.

3. HEARING FOR DILAPIDATED PROPERTIES AND ABANDONED VEHICLES

No action.

4. APPROVE CONSENT AGENDA ITEMS

The consent agenda items were presented for approval: Regular meeting minutes of February 9, 2026; accept collections & pay expenditures for February 2026. Alderwoman Ivy made the motion to approve the consent agenda items, seconded by Alderman Altman. The vote passed with 7 in favor.

5. DEPARTMENT HEAD REPORTS ON MONTHLY ACTIVITIES

Administrator Jack Owens read the written reports for library, judicial, and fire. Police Chief Rex Plant read his written report. Administrator Owens read his written admin report which also included water, landfill, street, parks/rec, airport, the TxDOT waterline relocation project, and the Fiberlight project.

6. NEW BUSINESS

a. DISCUSS MEMPHIS LITTLE THEATRE RECOGNIZING AS NONPROFIT – JONE PONDER

Jone Ponder informed the council on Memphis Little Theatre being around since 1929. They

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helped with the stage and the curtains in the Community Center. Jone asked to be recognized as a nonprofit organization and asked to be put on the list with the others that are on there. Little Theatre has and will continue to pay for the community center, dish use, and decorating days but Jone is asking that they not be charged for the days they use the building for practice. Council asked how often they use it for practice, and they said for at least four days a week for a month. This item was on the agenda for discussion only and the council asked for it to be on the March 23rd special meeting agenda to act on. Mayor Pro Tem was asked to move up item 1.

I. CONSIDER REQUEST FOR ASSISTANCE FROM HOTEL OCCUPANCY TAX FOR SPRING WELCOME GUIDE – ROGER ESLACK

Ashlee Estlack was here in place of her husband Roger. They have done five issues now for the community guide. She is asking for assistance with the spring/summer guide which will be up to one thousand two hundred dollars. The three thousand copies get distributed in travel centers across the state, runs in the local newspaper, as well as distribute them around the county. Alderwoman Ivy made the motion to give \$1,200 for the spring/summer guide, seconded by Alderwoman McIntosh. The vote passed with 7 in favor.

b. ACCEPT THE CERTIFICATION OF UNOPPOSED CANDIDATES FOR MAY 2, 2026, CITY OFFICERS GENERAL ELECTION FOR MAYOR, WARD 2, AND WARD 4

Mayor Pro Tem Roberts advised the council on Mayor Joe Davis being unopposed, Ward 2 Lloyd Roberts being vacant after his term, and Ward 4 Winfred McQueen being unopposed. Alderwoman Cromwell made the motion to accept the certificate of unopposed candidates for Mayor, Ward 2, and Ward 4, seconded by Alderwoman Ivy. The vote passed with 7 in favor. A copy of the certification of unopposed candidates follows these minutes.

c. ADOPT THE ORDER OF CANCELLATION FOR MAY 2, 2026, CITY OFFICERS GENERAL ELECTION FOR MAYOR, WARD 2, AND WARD 4

Mayor Pro Tem Roberts mentioned that this cancellation prevents the unopposed candidates from being on the ballot. Alderman Altman made the motion to adopt the order of cancellation for Mayor, Ward 2, and Ward 4, seconded by Alderman Winfred. The vote passed with 7 in favor. A copy of the order of cancellation follows these minutes.

d. CONSIDER ELECTION SERVICES AGREEMENT WITH HALL COUNTY FOR MAY 2, 2026, CITY OFFICERS GENERAL ELECTION

Alderwoman Ivy made the motion to consider election services agreement with Hall County for the May 2nd General Election, seconded by Alderwoman Cromwell. The vote passed with 7 in favor.

e. CONSIDER APPOINTMENT OF ELECTION JUDGE AND CLERKS FOR MAY 2, 2026, CITY OFFICERS GENERAL ELECTION

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Alderswoman Ivy made the motion to consider appointment of Randy Phillips and Nancy Chastain as Election Judge and Clerk for the May 2nd General Election, seconded by Alderswoman McIntosh. The vote passed with 7 in favor.

f. DISCUSS & CONSIDER SOCIAL MEDIA POLICY

City Administrator Owens mentioned it's similar as Amarillo's. Mayor Pro Tem advised the public that this policy is for when the council meetings start getting live streamed and they can also go back to view later. Alderswoman Ivy asked about people who may not want to be seen. Administrator Owens mentioned the meetings are public and possibly have them address their council member in private and the council member bring it to discussion. Alderman Altman added that they could also write letters. Alderman Altman made the motion to adopt the social media policy, seconded by Alderswoman Ivy. The vote passed with 7 in favor.

g. DISCUSS FAIRVIEW CEMTERY GRAVE DIGGING DESIGNATION

Alderswoman McIntosh informed council on Manuel Torres acquiring the grave digging equipment. Alderman Altman added that Manuel is back to digging graves. Secretary Gaxiola informed the council on Manuel now has a signed grave digging agreement with the City due to one day Chester could not dig a grave with it being such short notice and his schedule was full, so Manuel filled in. Since then, Manuel has asked about digging in Memphis more. Secretary Gaxiola added that she has continued to go with Chester as he was there when Godfreys Services was no longer available. Administrator Owens and Secretary Gaxiola added that Robertsons does not have a signed agreement with Chester and Owens stated that it should be up to the funeral homes to choose who digs. Alderswoman Cromwell asked if both can be offered to choose from. Alderman Sweatt added that maybe a rotating schedule can be done. The consensus of the council agreed for Secretary Gaxiola to provide a letter to the funeral homes with both Chester Fowler and Manuel Torres' names for grave digging for Memphis.

h. CONSIDER INTERLOCAL AGREEMENT FOR TDEM SIREN GRANT

Administrator Owens advised that this is with the Texas Department of Emergency Management for the FEMA grant received for the siren at 16th & Main and PRPC wants to enter the interlocal agreement so they can facilitate the project. Alderswoman McIntosh made the motion to accept the Interlocal Agreement for TDEM Siren Grant, seconded by Alderman Altman. The vote passed with 7 in favor.

i. CONSIDER INTERLOCAL AGREEMENT TDA CDBG

Administrator Owens informed that this is with PRPC and they are maxed out on points for a million-dollar grant for community block development grant for downtown revitalization and the city would have to come up with twenty thousand dollars in restricted funds. Owens added they would need to start this process and then council would need to convene again to

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pass a resolution to apply for the grant. Alderwoman Ivy made the motion to enter interlocal agreement TDA CDBG, seconded by Alderwoman Cromwell. The vote passed with 7 in favor. A copy of the Resolution to enter into Interlocal Agreement will follow these minutes.

j. DISCUSS & CONSIDER TRUCK PARKING ORDINANCE

Administrator Owens let the council know that the survey went out and the response was sixty-six percent opposed and thirty-three percent in favor and there were ninety-six responses total as of today with it being out for three weeks. After some discussion, Alderman Sweatt asked if the survey could be left open till the next meeting. Alderwoman McIntosh made a motion to table this item, Alderwoman Cromwell asked that the survey go back out with the water bills, seconded by Alderman Sweatt. The vote passed with 7 in favor.

k. CONSIDER & APPROVE REVOLVING LOAN FUND LOAN TO J & J LUBE & DETAIL

Administrator Owens informed the council that the Revolving Loan Board met two weeks ago and approved a ten-thousand-dollar loan to J & J Lube for repairs to equipment and supplies. The note is a thirty-six month note at three percent interest. Owens let the council know he talked with Underwood Attorney Matthew Murray, and he advised that the council could amend if they'd like. Alderwoman Cromwell let council know that if they approve this as is, they have a thirteen-hundred-dollar monthly payment already so adding will make payments go to sixteen hundred dollars a month to a struggling business for the next three years. Cromwell added that they requested the ten thousand dollars, but they requested it be put at the end of their contract. Alderwoman Cromwell talked with Administrator Owens today and asked about deferred payments for six months. Alderman Sweatt made the motion to approve the Revolving Loan Fund loan of ten thousand dollars to J & J Lube & Detail with six-month deferment with the first payment being September 1st till they can meet with EDC to restructure loan, seconded by Alderwoman Ivy. The vote passed with 7 in favor.

m. DISCUSS HOTEL/MOTEL TAX FOR RV PARKS

Administrator Owens said this discussion is to make sure HOT Tax was put on for the RV Parks that are coming in. Owens proposes drafting a letter to send to RV Parks here in town whether it be new, current, or short-term rentals. Alderwoman Cromwell added that Administrator Owens contact Childress about their ordinances.

n. DISCUSS & CONSIDER AMENDMENT TO DOG ORDINANCE

Police Chief Plant went over the special order put in place after the last incident which will sufficiently cover what is needed so no change is needed. Alderman McQueen made the motion to leave ordinance as is with the special order in place, seconded by Alderman Richardson. The vote passed with 7 in favor. A copy of the special order will follow these minutes.

o. CONSIDER REQUEST TO PURCHASE NEW POLICE DEPARTMENT GUNS

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Police Chief Plant informed the council on previous discussion of safety not being a factor when he first got here. The Sig Sauer's were bought and there are now incidents of un-commanded discharge which there are over one hundred incidents in the U.S. where the weapons discharge and he would like to make the command decision to take the P320s out of service and would like to purchase replacement guns. After some discussion regarding the Sig Sauer cases, Alderwoman Ivy mentioned the department still having Glocks. Police Chief went over a proposal – if no new department weapons can be purchased then he makes a list of approved weapons so they can buy their own which he asked if the city could purchase the weapons back if they are taken if there's a city involved shooting. Alderman Sweatt asked Administrator Owens what the liability would be for the city if the department bought their own weapons and if they were in a shooting. Owens added that he would have to look into it. Alderman Sweatt asked Administrator Owens to find the legalities of buying and carrying their own firearm. Alderwoman McIntosh made the motion to table this item till the special called meeting on March 23rd, seconded by Alderman Altman. The vote passed with 7 in favor.


p. CONSIDER MAYOR AND COUNCIL ITEMS OF COMMUNITY INTEREST

Alderwoman Cromwell thanked everyone for their input and information and how they can agree to disagree and gather information for educated decisions. She also thanked Jack and Amalia. Alderwoman Ivy congratulated Jack on the election and thanked Amalia. She also thanked the council. Alderman Altman congratulated Jack and thank him and Amalia for what they do for the meetings. Alderman Richardson agreed with Alderwoman Cromwell and he appreciates everyone. Alderman McQueen congratulated Jack. Mentioned being in a whole new thing for the county and that it's good and he appreciates everyone and how he sees things turning around. Alderwoman McIntosh congratulated Jack and thanked him and Amalia. Alderman Sweatt congratulated Jack and thanked Jack and Amalia. He thanked everyone for showing up as well. Mayor Pro Tem Roberts thanked everyone for putting up with him and congratulated Jack. Administrator Owens asked the council to meet on Monday, March 23rd for the special meeting. The consensus of the council agreed to have the Special Called meeting on Monday March 23rd at 6:00 p.m.

q. ADJOURN

Alderwoman Ivy made the motion to adjourn, seconded by Alderman Altman. The vote was unanimous in favor. The meeting was adjourned at 8:46 p.m.

Approved: 
Joe Davis, Mayor

Attest: 
Amalia Gaxiola, City Secretary

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER
POLITICAL SUBDIVISIONS (NOT COUNTY) CERTIFICACIÓN DE
CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

To: Presiding Officer of Governing Body
Al: *Presidente de la entidad gobernante*

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 2, 2020.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 2 de Mayo 2020.

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) *Cargo(s)*

*Mayor
Alderman Ward 4
Alderman Ward 2*

Candidate(s) *Candidato(s)*

*Joe Davis
Winfred McQueen
No Candidate*

Amalia Gaxiola

Signature (*Firma*)

Amalia Gaxiola

Printed name (*Nombre en letra de molde*)

City Secretary

Title (*Puesto*)

3/9/2020

Date of signing (*Fecha de firma*)

(Seal) (*sello*)

See reverse side for instructions
(*Instrucciones en el reverso*)



SAMPLE ORDER OF CANCELLATION
EJEMPLO DE ORDEN DE CANCELACIÓN

The City of Memphis hereby cancels the election scheduled to be held on
(official name of governing body)
May 2, 2026 in accordance with Section 2.053(a) of the Texas
(date on which election was scheduled to be held)
Election Code. The following candidates have been certified as unopposed and are hereby
elected as follows:

El Ciudad de Memphis por la presente cancela la elección que, de lo contrario,
(nombre oficial de la entidad gobernante)
se hubiera celebrado el 2 de Mayo 2026 de conformidad, con
(fecha en que se hubiera celebrado la elección)
la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido
certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado
a continuación:

Candidate (Candidato)	Office Sought (Cargo al que presenta candidatura)
Joe Davis	Mayor
Winfred McQueen	Alderman Ward 4
No Candidate	Alderman Ward 2

A copy of this order will be posted on Election Day at each polling place that would have been
used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que
se hubieran utilizado en la elección.



President (Presidente)



Secretary (Secretario)

(seal) (sello)

March 9, 2026
Date of adoption (Fecha de adopción)

**ELECTION SERVICES AGREEMENT
BETWEEN THE CITY OF MEMPHIS, TEXAS,
AND HALL COUNTY, TEXAS**

THIS AGREEMENT (this "Agreement") is made by and between the City of Memphis, Texas (the "City"), and Patrica Snider, County Clerk for Hall County, Texas (the "County Clerk") and by authority of Section 31.092(b), Texas Election Code, for the conduct and supervision of the May General Election. This Agreement is entered into in consideration of the mutual covenants and promises hereinafter set out:

WHEREAS, the City has called a general election to be held on the May 2, 2026, uniform election date;

WHEREAS, the City and County Clerk has agreed, to conduct a general election on the May 2, 2026, uniform election date ("Election Day");

WHEREAS, it is in the best interest of the voters of the City who reside within the boundaries of the City to conduct elections efficiently by entering into this Agreement for the County Clerk to act as the Early Voting Clerk for the City Elections.

NOW THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the parties, IT IS AGREED as follows:

1. SCOPE. The County Clerk will serve as the Early Voting Clerk for the election to be conducted by the City on Election Day.
2. RESPONSIBILITIES OF THE COUNTY. The County Clerk shall be responsible for performing the duties and providing the services associated with the Early Voting Clerk including, but not limited to, the following:
 - (a) Receive and process requests for Early Voting by Mail.
 - (b) Act as Early Voting Clerk during every day of early voting at the hours set by the City.
 - (c) Procure necessary voting machines and equipment, transport machines and equipment to and from the polling places, and prepare the voting machines and equipment for use at the polling places.
 - (d) Notify the election judges of the date, time, and place of the Joint Election.
 - (e) Notify the City of the date and time of Logistics and Accuracy testing on equipment.
 - (f) Appoint the presiding officers of the early ballot board for processing ballots cast during early voting.
 - (g) Procure and distribute all necessary election kits and supplies.
 - (h) Arrange for the use of a central counting station and for the tabulating personnel and equipment needed at the counting station and assist in the preparation of programs and the test materials for the tabulation of the ballots to be used with electronic voting equipment.

3. RESPONSIBILITIES OF THE CITY. Except for those duties and services delegated to the County Clerk above, the City will be responsible for performing all other duties and providing all other services associated with the election, including, but not limited to, the following:
 - (a) Arrange for a facility for holding the Joint Election.
 - (b) Publish the legal notice of the date, time, and places for the Election on Website and newspaper.
 - (c) Publish the legal notice of the date, time, and place of the testing of the electronic tabulating equipment.
 - (d) Serve as its own Custodian of Records to preserve all voted ballots securely in a locked room in the locked ballot boxes and securing of electronic votes for the period for preservation required by the Texas Election Code.
 - (e) Pay the election judges.
4. CANVASS OF RESULTS. The City will be responsible for the canvass of the returns regarding its ballot items.
5. LOCATION OF ELECTION DAY AND EARLY VOTING POLLING PLACES.
The common polling place for Election Day is the Memphis Community Center, 721 W. Robertson Street, Memphis, Texas 79245.

Early voting shall be conducted at the Main Early Voting Polling Place at the Hall County Courthouse Annex, Commissioner's Court, 101 S. 9th Street, Memphis, Texas 79245, as stated in the City's Order of Election.
6. ALLOCATION OF ELECTION EXPENSES.
 - (a) The County Clerk will be paid a fee of \$500.00 for its services under this Agreement.
 - (b) The City shall be responsible for its own expenses, and any other joint expenses incurred, including payment to Election workers. (Invoice will follow election, expenses will be split between all entities in contract with the County.)
 - (c) Election workers will be paid by the City, at least the minimum rate required by law.
7. LEGAL NOTICES. The City shall be responsible for the preparation of election orders, resolutions, notices, and other pertinent documents for adoption or execution by its own governing board, and for the posting or publication of election notices and all expenses related thereto.
8. AUTHORITY TO CONFORM TO ELECTION LAW. The City authorize the County Clerk, and City Secretary to vary the terms of this Agreement or election procedures as may be necessary to comply with applicable law or to comport with proper election procedures without the need for further action by the governing body of any Participating Entity.
9. EFFECTIVE DATE. This Agreement takes effect upon the complete execution of

this Agreement by all of the parties.

(signatures on following page)

Attest:

HALL COUNTY, TEXAS

By: Patricia Snider
Patrica Snider, County Clerk

Date: 3/10/26

Attest:

CITY OF MEMPHIS, TEXAS

By: Joe Davis
Joe Davis, Mayor

Date: 3/10/26

City of Memphis

Personnel Policies and Procedures

Policy Title: Communications and Social Media Policy

Effective Date: March 9th, 2026

Approved by: Joe Davis, Mayor

Jack Owens, City Administrator

I. Purpose

The City of Memphis ("City") is committed to open, transparent government operations and to providing accurate and timely information to the public. The City strives to do so by maximizing communication channels and fostering constructive relationships between the public and City officials and employees.

II. Scope

This policy applies to all City departments, officials, and employees of the City of Memphis.

III. Procedures

The City of Memphis Office of City Administrator has final responsibility and authority to create, direct, assign, monitor, and manage all official communication programs for the City.

IV. Methods of Communication

The City of Memphis utilizes a variety of communication platforms to distribute information to the public.

These methods are routinely evaluated and improved. They may include, but are not limited to:

- The official City website: www.memphistexas.gov
- Social media channels including, but not limited to, Facebook, X (formerly known as Twitter), Instagram, YouTube, and LinkedIn
- Direct contact via email, phone, video, or in-person interaction
- Utility bill inserts

- Traditional media engagement including interviews, press statements, and media statements
- Publications including flyers, brochures, and pamphlets
- Electronic street signs utilized for road closings, detours, and other transportation information
- Event signage
- Verbal announcements at meetings hosted by the City or City officials
- Bulletin boards

V. Media Relations

A. Maintaining proactive, productive relationships with the news media is a key component to realizing the City's communication goals. To facilitate a mutually beneficial relationship, the City must communicate a consistent and organized message.

B. City employees are not permitted to communicate with the media as an official representative of the City either on social media or at any public event without prior authorization from the City Administrator.

C. Some departments have received approval by the City Administrator for specific department staff to interact with the media. Those departments include Police, Fire, Library, and Parks & Recreation. Those individuals are required to adhere to the following conditions in their media

interactions:

1. Only staff specifically approved by the City Administrator (and their respective department directors) are authorized to respond to media inquiries.
2. Media interactions must be restricted to specific information about programs and announcements and only related to that respective department.
3. Any media inquiry must be sent to the City Administrator to facilitate a response.

D. Any City employee who is contacted by the news media shall immediately notify his or her supervisor who shall, in turn, notify his or her department director, providing details of the situation and possible implications. The department director must then promptly provide the City Administrator and any other affected department director with a written or verbal report of the situation and recommended action. The following positions will be the points of contact for their areas of responsibility:

1. The Mayor, City Council Members, City Attorney, and City Administrator shall provide information on policy and other topics that have citywide significance or impact.

2. The Fire Chief, Police Chief, and Emergency Management Director (and their respective departmental public information officers) shall provide information about public safety and emergency events.

3. Department heads shall provide information on the planning, direction, effect, and status of policies and programs within their own departments.

E. The City Administrator shall compile and provide background information for the media when requested and will schedule live interviews when deemed appropriate by the City Administrator.

F. Media members that arrive onsite must be referred to the City Administrator. Members of the media are allowed to be in public areas of City-owned property so long as their activities do not disrupt emergency operations or the functions of City departments.

G. In the event of a potentially newsworthy incident or an incident with potentially controversial implications, City of Memphis employees involved or notified of the event must contact the City Administrator and relevant department directors immediately. The City Administrator, will then designate a single spokesperson to ensure accurate and complete information is released and to determine if a media conference should be called or media statement issued.

H. Any time a story containing factual inaccuracies is published in any format, it is the responsibility of the affected department directors to immediately inform the City Administrator.

VI. Media statements

A. Unless otherwise specifically authorized by the City Administrator, all statements issued by the City to the news media shall be coordinated and disseminated through the City Administrator so that the statements are standardized and consistent and the City Administrator is better able to provide departmental support.

B. Media statements promoting routine events and activities may be written and edited by individual departments and then must be emailed to the City Administrator for review and distribution.

VII. Departmental Support

A. The City Administrator supports all City departments with services such as image licensing (trademark

or copyright), media pitching, graphic design, social media marketing and training, community outreach, video production, and communication and marketing plans.

B. Any request for support can be submitted via email at:

cityofmemphistexas@outlook.com

C. Departments and The City Administrator will cooperate when appropriate to achieve the best communications products for the community.

VIII. Licensed Images

A. Unless otherwise specifically authorized by the City Administrator, the only approved method of obtaining images for any City use is through the City Administrator. This includes images for websites, brochures, posters, or any other use. This better assures proper copyright compliance and protects the City from infringement claims.

IX. Public Information Requests

A. Public Information Requests must be handled in accordance with the City's Guidelines for Responding to Requests for Public Information.

X. Logos, Brand Awareness, and Style

A. Uniformity of the City's logos and brand elements establishes professional standards and appearance for the City's communications. Employees must use standardized templates for all marketing material, press statements, and official correspondence, including email signature.

B. No employee or department shall create a logo, trademark, tagline, motto, or other marketing image without prior consent and coordination with the City administrator and Legal Department.

XI. City Social Media Accounts

A. No department is authorized to create a social media account or social media group purporting to officially represent any City department or function without written approval from the City Administrator.

B. Unless authorized in writing by the City Administrator, employees are prohibited from managing City associated social media accounts. A "City-associated" account is one that is established by the City Administrator for a City department to promote the interests of that department. All official City and City-associated accounts will be referred to collectively herein as "City Social Media" accounts.

C. The City Administrator will monitor the City Social Media accounts to ensure posted information does not violate this Communications and Social Media Policy.

1. Employees managing or posting on behalf of the City or a City department on a City Social Media account must comply with federal, state, and local laws and regulations, and with all City and applicable department policies.

2. Employees are required to treat citizens with civility and professionalism. Employees must understand that their personal views and opinions must be removed when using a City Social Media account.

D. Employees are prohibited from engaging in the following practices while managing City Social Media accounts:

1. Violating the copyright, trademark, or other intellectual property rights of any person or entity or otherwise violating their legal ownership interests.

2. Using slurs, profanity, or personal insults; material that is harassing, defamatory, fraudulent, or discriminatory; and other content or communications that would not be acceptable in a City workplace under any City or applicable department policy or practice, or that would bring discredit to any City department or the public service.

3. Violating the terms governing the use of any social media content, including but not limited to, software and other intellectual property licenses.

4. Displaying sexually explicit images, cartoons, jokes, messages, or other material in violation of City policy.

5. Releasing information that contains confidential or "for official use only" information. Such "official use only" or confidential information includes, but is not limited to, information that is protected under federal, state, or local ordinances (except as permitted under such laws and ordinances), as well as social security

numbers and other personally identifiable information of employees, citizens, or elected officials.

6. Releasing information that compromises the security of City networks or information systems.

XII. Administrators of City Social Media Accounts

A. The director of a department having or using a City Social Media account will designate the employees responsible for maintaining and updating such social media accounts.

Unless otherwise approved by the OE&I, only full-time employees may be granted access to City Social Media accounts, including approved department pages. A current list of active users must be provided to the City Administrator when changes are made to the list and

as otherwise requested by the City Administrator

1. Each department must have at least two administrators responsible for the department's social media accounts. The City Administrator must be notified of the designated administrators, including their contact information. Additional administrators may be added only with the approval of the applicable department director. When necessary, the City Administrator will be responsible for changing passwords

for the related sites.

2. The City's Social Media Manager must be an administrator on all City Social Media accounts with full access to passwords and login information.

3. The City Administrator shall be made aware of all City Social Media accounts or groups. These pages must be in compliance with record retention policies.

4. Prior to final approval for operating a City Social Media account, administrators must attend an initial Social Media Training provided by the OE&I as well as any subsequent training or performance reviews provided by the OE&I for City Social Media administrators.

B. The comment and forum features shall be disabled to not allow users to make comments and ask questions.

1. The City Secretary shall ensure that all information sent or received through City Social Media accounts is archived in compliance with the City's records management policy.

C. City Social Media accounts must provide worthwhile information that helps customers or

employees solve problems, promotes City activities or events, improves City services, educates, or builds a sense of community. Frivolous information shall not be posted. If there is uncertainty about something to be published, do not publish unless approved by the department director in consultation with City Administrator.

1. Administrators shall use word-processing software with spellcheck capability before posting. Messages should be clear, complete, and concise.

D. Before finalizing a post, verify that it uses correct grammar and spelling, and that the information is accurate. Administrators shall not use any copyrighted content taken from the internet except in accordance with the process and protections stated in this Policy.

E. Administrators should use the City of Memphis Branding Style Guide when creating social media graphics or posts.

F. Administrators are prohibited from creating TikTok accounts for any City department.

XIII. Personal Use of Social Media

The City recognizes that many individual employees use social networking outlets for their own purposes. Employees may be subject to disciplinary action for certain internet postings. The City's policy is to abide by all applicable federal laws regarding public speech by government employees and to not inhibit protected free speech as described just below.

- A. Employees who use social media in their off-duty personal time have the right of free speech as guaranteed by the First Amendment. However, employees do not have freedom to say absolutely anything concerning the City of Memphis.

1. Employee speech that merely airs a personal disagreement or dispute with a supervisor or employer is not protected speech and may result in disciplinary action.

2. Employee speech concerning a matter that is of general public concern may be protected by the First Amendment depending on the balancing of the following competing values:

a. The degree of public need to know about the matter stated; and

b. The City's interest in maintaining good order in the workplace and avoidance of insubordination or other rule violations.

B. Employees may only use personal social media during designated breaks unless given prior authorization to use personal social media during work hours.

C. Employees are prohibited from using TikTok on any government-issued device.

D. Employees may not create any personal social media account with their city-issued email address.

XIV. Enforcement

Failure to adhere to the requirements of this Policy will be considered a violation of the City's Personnel Rules and may result in disciplinary action up to and including termination. Appropriate disciplinary action may vary depending on employee disciplinary history and mitigating or aggravating circumstances.

XV. Exceptions

Department directors, in consultation with the City Administrator and the Legal Department, may institute department-specific limitations and restrictions as deemed necessary. In the event a departmental policy conflicts with the requirements of this Policy, this Policy will be the governing policy. The City Administrator reserves the right to modify or override this Policy at any time.

While elected officials and City Council-appointed board, committee, and commission members may maintain and use personal web pages and websites, blogs, and social networking sites, their status as elected or appointed officials requires that the content of any postings on those sites not be in violation of the City of Memphis Charter, ordinances, or policies.

The City's image as a professional organization is critical to maintaining the respect and trust of its constituents. Although the City recognizes that elected and appointed officials may choose to express themselves by posting personal information on social media platforms or by commenting on sites hosted by other persons, groups, or organizations, this right of expression should not interfere with the ongoing ordered operation of the City. That is, although the City acknowledges its officials have the First Amendment right to free speech, the right is not absolute when involving matters of official City business, issues, or concerns.

If an elected or appointed official conducts any City business or official communication from any type of account, they should assume that those communications will be considered public record and subject to the Texas Public Information Act and should be retained in accordance with City record retention policies.

Professional and Personal Conduct Standards

1. All officials should conduct themselves in a manner consistent with the City's policies and standards of conduct.
2. From time to time, officials may have access to information that is considered privileged or confidential under law. Releasing confidential or privileged information may not only harm the City's position in certain matters, but may also carry specific criminal penalties. Officials must be particularly careful to protect against the inadvertent disclosure of confidential or privileged information.
3. Officials should be honest and accurate when posting information or news, and should quickly correct any mistakes, misstatements, or factual errors in content upon discovery. Officials should not post or share information known to be false about the City or its employees, constituents, other public officials, suppliers, vendors, or contractors.
4. Unless the official has been designated to serve as a spokesperson, officials should never represent themselves as a spokesperson for the City Council, any City board or committee, City administration, or any City department.
5. Officials should not use personal or professional social media to engage in any activity or conduct that violates federal, state, or local law.
6. Unless specifically allowed by state law, officials should be mindful that posting content regarding City-related matters could inadvertently result in a violation of the Open Meetings Act if a number of other public officials also engage with the post, resulting in a quorum. If this occurs, the online conversation should immediately cease with no further posts by the officials, and the City Secretary should be notified accordingly.

Additional Best Practices and Guidelines for Elected and Appointed Officials

The following best practices and guidelines are strongly recommended to ensure that the personal and professional use of social media by elected and appointed officials is done so in a responsible manner.

1. All elected official social media profiles should be made into professional accounts for posting city information, news, or updates. Public officials are strongly encouraged to separate personal social media accounts from professional elected official social media accounts or campaign social media accounts.
2. Officials are strongly encouraged to exercise caution with respect to comments they post, particularly those concerning the City and the business of the City.
3. Officials are strongly encouraged to consider the potential impact of social media statements prior to posting. The City strives to be professional in its operations and processes. Posts that express favoritism or bias for or against any individual or group of individuals (e.g., based upon race, gender, national origin, sexual orientation, political affiliation, etc.) reflect poorly on the public official, as well as on the City and its residents. Further, such comments could expose the City and the elected official to liability and legal costs.
4. Officials should consider whether liking, sharing, retweeting or commenting on any social media post could be perceived as an endorsement by the City or its employees, constituents, other public officials, suppliers, vendors, or contractors.
5. Officials should refrain from using social media accounts to communicate with City employees about City-related matters. If elected officials want the City's official pages to respond to a social media inquiry, they should notify the City Secretary.
6. Officials should refrain from using City-issued email addresses to create or update personal or professional social media page settings.
7. Elected officials may not use the City logo to express personal opinions or statements.

INTERLOCAL GOVERNMENTAL COOPERATION CONTRACT
FOR PROFESSIONAL SERVICES

THE STATE OF TEXAS
COUNTY OF POTTER

§
§
§

AGREEMENT FOR SERVICES

WHEREAS, this Contract is made and entered into this the 26th day of February, 2026 by and between the City of Memphis, after obtaining a vote of its governing body authorizing this contract and the PANHANDLE REGIONAL PLANNING COMMISSION (PRPC), a political subdivision of the State of Texas organized under Chapter 391 of the Texas Local Government Code, acting by its duly authorized Executive Director; and,

WHEREAS, both parties to this Contract are local governments as defined in Chapter 791 of the Texas Government Code, and this Contract is entered into pursuant to the provisions of said Code, which is commonly referred to as The Interlocal Cooperation Act; and,

WHEREAS, the City of Memphis is desirous of and the PRPC is agreeable to the provision of project management and consulting and to serve under this contractual relationship to the City of Memphis in relation to the Hazard Mitigation Grant Program (HMGP) provided by the Federal Emergency Management Agency (FEMA) under DR-4781 (Texas Severe Storms) through Texas Division of Emergency Management (TDEM) received by the City.

NOW, THEREFORE, PRPC agrees to provide the following described implementation services to the City of Memphis. These services will be provided in accordance with the terms and conditions set forth in this agreement.

I. SCOPE OF SERVICES - Services to the City of Memphis are to be provided as follows:

A. Consulting Management Services

1. Perform routine administrative tasks and correspondence.
2. General Grant Management Services, including but not limited to:
 1. Program Set-Up
 - a. Provide general advice with respect to the implementation of the project and regulatory matters.
 - b. Provide technical assistance for the routine tasks to City personnel who will be directly involved in the program.
 - c. Assist the City in developing a record-keeping system consistent with program guidelines, including the establishment and maintenance of grant fund files.
 - d. Assist the City in meeting all special condition requirements.
 2. Financial Management (regarding grant fund documentation)
 - a. Assist the City in documenting its ability to manage grant funds as required by the state/ U.S. Treasury.
 - b. Assist the City in establishing and maintaining separate bank accounts, journals, and ledgers as necessary for this project.

- c. Assist the City in establishing procedures to handle the use of any grant funding.
- d. PRPC shall not be financially responsible for any audit findings or for payment for an audit.

3. Construction Management

- a. Assist the City with engineering selection (if necessary), including proper procurement methods as dictated by local, state, and federal law.
- b. Assist the City with construction or vendor procurement (if necessary), including proper procurement methods as dictated by local, state, and federal law.
- c. Attend pre-construction conference and prepare minutes (as needed).

4. Acquisition

- a. Assist the City in determining the necessary documentation of ownership of City-owned real estate, rights-of-way, easements, or other real property rights, if any, which may be required for grant-funded projects.
- b. Assist the City with the acquisition of real property or the rights of use to real property
- c. Maintain separate files for each parcel of real property acquired.

5. Environmental Review (if necessary and at an additional fee as described in Section III)

- a. Prepare an environmental assessment of the project in compliance with environmental best practices
- b. Coordinate environmental clearance procedures with state and local officials and other interested parties.
- c. Document environmental comments.
- d. Prepare any required environmental reassessment.
- e. Prepare the request for certifications.

3. On-Call Technical Assistance to City Staff.

- 4. Assist with the preparation, submission, and processing of all U.S. Treasury reporting requirements.

- B. The PRPC will provide to the City of Memphis the flat rate services of one (1) full-time employee. This individual will be the point of contact and responsible for the delivery of all contracted services to the City.

In addition to the PRPC staff person used to perform the services described above, the PRPC will support the Consulting Manager with internal departmental resources to ensure that these services are fully provided. No additional fee will be incurred by the City of Memphis. for these resources.

II - Time of Performance and Commitment

This contract will begin on the 26th day of February, 2026, and will proceed through the 26th day of November, 2027, or the performance period of the DR-4781 (Texas Severe Storms) through Texas Division of Emergency Management (TDEM) with the City of Memphis (whichever is greater).

III. COMPENSATION

In consideration of the services described in the foregoing paragraphs to be rendered by PRPC to the City of Memphis, the City of Memphis agrees to make the following payment to PRPC from City funds:

A. The PRPC will invoice the City of Memphis upon completion of services provided at the lump-sum rate of \$1,927.50 under the following schedule:

1) Establishment of Budget/Spending Plan for Grant Funds	25%
2) Establishment of Record Keeping System	25%
3) Filing of all Required Financial Reporting	25%
4) Filing of Required Closeout Information	<u>25%</u>
TOTAL	100%

B. Additional Environmental Review Services- Additional environmental services may be required and arranged through the mutual consent and approval of the City of Memphis and the PRPC to provide services which exceed those outlined in Section II. Such services will be available at a flat rate lump-sum cost of \$10,000.00. In no case will the PRPC undertake additional services without the consent and approval of the City of Memphis. Additional Environmental Review Services shall be paid upon completion of services.

IV. TERMINATION CLAUSE

Either the City of Memphis or the PRPC may terminate this contract in its entirety by providing the other party written notice of termination thirty (30) days prior to the effective date of termination. The PRPC shall deliver to the City of Memphis all products, reports, and working documents developed prior to the termination date.

V. SEVERABILITY CLAUSE

Should any one or more provisions of this contract be held to be null, void, or for any reason whatsoever unenforceable, such provision(s) shall be construed as severable from the remainder of this contract and shall not affect the validity of all other provisions of this contract, which shall remain in full force and effect.

VI. GENERAL PROVISIONS

It is expressly understood and agreed by the parties hereto that they are independent contractors, and that nothing contained herein should be construed as giving rise to a partnership or joint venture.

This agreement will in no way replace or forego any existing agreements or relationships currently entered into by the City of Memphis and the PRPC. By signature of this agreement, the PRPC is indemnified of any responsibility for the usage of grant funds.

PRPC and the City of Memphis shall maintain fiscal records and supporting documentation for all expenditures of funds made under this Contract in a manner that conforms to OMB Circular A-87, the Management Standards, and this Contract. PRPC agrees to comply with the retention and custodial requirements for records as set forth in Attachment C of OMB Circular A-102, as supplemented by Section 5.154 of the Management Standards.

PRPC and the City of Memphis shall give the Comptroller General of the United States, the Auditor of the State of Texas, the auditor of the City of Memphis, or any of their duly authorized representatives, access to and the right to examine all books, accounts, records, reports, files, and other papers, things, or property belonging to or in use by PRPC or pertaining to this Contract. Such rights to access shall continue as long as the records are retained by PRPC and PRPC agrees to maintain such records in an accessible location.

A Civil Rights Requirement

1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, creed, color, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, creed, color, or national origin. Such action shall include, but not be limited to, employment, upgrading, demotion or transfer, recruitment or retirement, advertising, layoff or termination, rates of pay or other forms of compensation, and selection training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause.
2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, creed, color, sex, or national origin.
3. The contractor will send to each labor union or representative of workers with whom he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order Number 11246, as amended in 3 CFR 169 (1974), and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor will comply with all provisions of Executive Order Number 11246, as amended, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The contractor will furnish all information and reports required by Executive Order 11246, as amended, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the contractor's non-compliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order Number 11246, as amended or by rules, regulations, or orders of the Secretary of Labor, or as otherwise provided by law.
7. The contractor will include the provisions of Paragraphs 1 and 7 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order Number 11246, as amended, so that such provisions will be binding upon each subcontractor or purchase order, as the contracting agency may direct as a means of enforcing such provisions, including sanctions for non-compliance; provided however, that in the event the contractor becomes involved in or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States."

PRPC and the City of Memphis shall fully comply with all relevant provisions of: Equal Employment Opportunity laws, Civil Rights Act of 1964, and Section 3 requirements regarding employment, training, and business opportunities.

PRPC and the City of Memphis, and no official or employee thereof shall have any personal financial interest, direct or indirect, in this Contract; and PRPC shall take steps to assure compliance.

EXECUTED this 26th day of February, 2026.

City of Memphis

By  _____
Jack Owens, City Administrator
City of Memphis

PANHANDLE REGIONAL PLANNING COMMISSION

By _____
Michael J. Peters, Executive Director,
Panhandle Regional Planning Commission

RESOLUTION

WHEREAS, the City of Memphis desires to apply to the Texas Department of Agriculture (TDA) for infrastructure assistance through the 2026 TxCDBG Rural Economic Development Downtown Revitalization program, and;

WHEREAS, the Interlocal Cooperation Act included in Chapter 791 of the Texas Government Code provides for contractual agreements between governmental entities, and;

WHEREAS, 2 CFR 200.318(e) encourages the use of interlocal agreements from the federal level, and;

WHEREAS, the Texas Department of Agriculture has issued a recommendation that communities applying under the 2026 TxCDBG Rural Economic Development Downtown Revitalization program consider contracting professional services for grant application preparation and potential grant administration (if funded) prior to application submission, and;

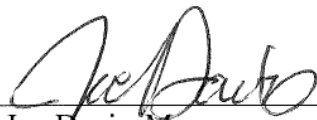
WHEREAS, the City of Memphis desires to contract the grant application preparation and potential grant administration (if funded) of its 2026 Downtown Revitalization Program application for Community Development Block Grant (TxCDBG) – Rural Economic Development Downtown Revitalization program funds through an interlocal cooperation contractual agreement with the Panhandle Regional Planning Commission (PRPC), and;

WHEREAS, the PRPC shall provide grant application preparation services related to the 2026 Downtown Revitalization program at no cost, and;

WHEREAS, administrative fees related to project management of any funded 2026 Downtown Revitalization Program project will be agreed to through an amendment to this interlocal agreement if City of Memphis receives funding through the 2026 Downtown Revitalization program, and;

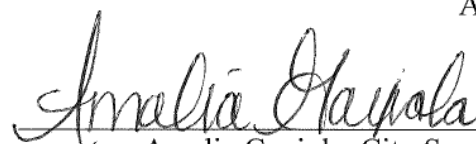
NOW THEREFORE BE IT RESOLVED that the Mayor is authorized to execute an interlocal contract with the PRPC under the Interlocal Cooperation Act for grant application preparation and potential grant management (if funded) services for City of Memphis's activities related to the 2026 Rural Economic Development Downtown Revitalization program.

PASSED THIS 9th DAY OF March, 2026.



Joe Davis, Mayor

Attest:



Amalia Gaxiola, City Secretary



MEMPHIS POLICE DEPARTMENT
721 Robertson St. - Memphis, Texas 79245 - (806) 259-2916
OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER #2026-01, 01/06/2026

TO: All members of the Memphis Police Department and City of Memphis
Animal Control.

Effective immediately, all animals that are encountered because of a call for service or assisting EMS, that have bitten a person, attacked another animal or harasses any other animal, not in its immediate owners area. **SHALL** be immediately impounded and quarantined at the City of Memphis Animal Control Kennel for a minimum of 10 days. No exceptions.

Respectfully:

Chief Rex T. Plant

CC: Jack Owens, City Administrator

Honorable Mayor, Joe Davis.