



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, FEBRUARY 5, 2026**

The regular meeting of the Benbrook City Council was held on February 5, 2026 at 7:00 p.m. in the Council Chambers with the following Council members present:

Jason Ward, Mayor
Renee Franklin
Ryan Reagan
Dustin Phillips
Sean Moore
Laura Mackey
Keith Tiner

Also Present:

Jim Hinderaker, City Manager
Ethan Cox, Assistant City Manager
Beth Fischer, City Secretary/Chief Governance Officer
Jason Tate, Fire Chief
Rick Overgaard, Finance Director
Bennett Howell, Director of Public Services

I. CALL TO ORDER

Meeting called to order at 7:00 p.m. by Mayor Ward.

II. INVOCATION/PLEDGE OF ALEGIANCE

Invocation was given by Pastor Lynn Bullock – The Church at Benbrook

The Pledge of Allegiance recited.

III. CITIZEN COMMENTS ON ANY AGENDA ITEM

Kate Branson addressed City Council.

IV. MINUTES

1. Approve minutes of the regular meeting held January 15, 2026

Motion by Mr. Tiner, seconded by Mr. Phillips, to approve the minutes of the regular meeting held January 15, 2026.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

V. REPORTS FROM CITY MANAGER

A. GENERAL

G-2731 Resolution on the 2025 Tarrant County Hazard Mitigation Plan and Benbrook Annex

Jason Tate gave the following report: Under Title 44 Code of Federal Regulations (CFR) §201.6 local governments must adopt and maintain a FEMA-approved Hazard Mitigation Plan to qualify for federal disaster assistance and hazard mitigation grants. The City's current plan, the Benbrook Hazard Mitigation Action Plan, was adopted by City Council on April 20, 2017.

As part of the City's update process and in support of the State's regional planning initiative, City staff collaborated with Tarrant County to develop the Benbrook Annex for inclusion in the 2025 Tarrant County Hazardous Mitigation Action Plan. The Benbrook Annex identifies natural hazards and mitigation strategies specific to the City and is organized into five chapters that satisfy the requirements in 44 CFR § 201.6:

Chapter 1: Introduction

Chapter 2: Planning Process

Chapter 3: Hazard Identification and Risk Assessment

Chapter 4: Capabilities Assessment

Chapter 5: Mitigation Strategy

Adoption of the plan by the City of Benbrook demonstrates Benbrook's commitment to hazard mitigation and achieving the goals outlined in the Benbrook Annex. Pending adoption of the resolution, staff will forward the plan to Tarrant County for adoption by the Tarrant County Commissioners' Court followed by submission to the Texas Division of Emergency Management and FEMA.

Motion by Ms. Franklin, seconded by Ms. Mackey, to adopt the 2025 Tarrant County Hazard Mitigation Action Plan, including the Benbrook Annex, as the City's official Hazard Mitigation Plan. Resolution 2026-01.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

G-2732 Align Board and Commission Terms with Fiscal Year

Beth Fischer gave the following report: Currently, terms for City Council appointed Board and Commission members run on a calendar-year basis, concluding on December 30 and beginning December 31. This timing coincides with major holidays, reduced staff and City Council availability, and an increase in community events.

As a result, several administrative and operational challenges occur at the end of each year. These include difficulties scheduling interviews for prospective applicants, coordinating appointment actions, onboarding new members, and ensuring continuity of service. Interview scheduling is particularly challenging during the holiday season when meeting availability is limited.

Additionally, the annual Boards and Commissions Recognition Dinner, intended to honor members who have completed their terms, has faced scheduling constraints due to holiday conflicts.

Under the proposed fiscal-year structure, the annual process would occur as follows:

- **Application Deadline:** Applications for Boards and Commissions will be due by the third Monday in July.
- **Acceptance of Applications:** City Council will formally accept the applications no later than the second City Council meeting in August. This timeline allows flexibility to extend the application filing period if additional outreach or recruitment is needed.
- **Interviews:** Board and Commission interviews will be conducted between the acceptance of applications and the appointment action, allowing adequate time for scheduling and deliberation.
- **Appointments:** Appointments to Boards and Commissions will be made by the second City Council meeting in September.

This schedule provides a predictable and efficient process while avoiding the challenges associated with the end-of-year holiday season.

To implement the proposed October 1 to September 30 term cycle, the Council would approve a one-time transition adjustment by shortening the current Board and Commission terms so they conclude on September 30 rather than December 30. This adjustment is limited to the transition period and is intended solely to establish the revised term schedule. All subsequent appointments would continue to be made

for the standard two-year term. This approach is consistent with the City Charter, which establishes term length but does not prescribe specific start or end dates.

Upon approval, staff will:

- Update appointment records and term expiration dates to reflect the fiscal-year cycle.
- Communicate the revised term structure and annual schedule to current and prospective Board and Commission members.
- Adjust internal timelines for recruitment, interviews, appointments, and the Boards and Commissions Recognition Dinner.

Changing Boards and Commissions terms to align with the fiscal year, along with adopting a consistent application and appointment schedule, will improve interview scheduling, reduce holiday-related conflicts, enhance recognition of volunteer service, and increase administrative efficiency.

Motion by Ms. Mackey, seconded by Mr. Phillips, to approve a one-time transition of City Boards and Commissions term dates by adjusting the expiration of current member terms to September 30, thereby establishing an October 1 to September 30 appointment cycle, and to align the associated application deadlines, interview process, and appointment schedule accordingly, with all subsequent appointments to be made for two-year terms consistent with the City Charter.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

G-2733 Finance report for period ending December 31, 2025

Rick Overgaard gave the following report: General Fund revenues for the month of December, the third month of the fiscal year, were \$8,085,100. Major revenues collected for the month include Property taxes of \$7,354,832, Franchise taxes of \$48,614, Permits of \$36,278, Fines and Forfeitures of \$53,239, Charges for Services of \$129,413, and Interest of \$92,285. Sales tax collected and recognized as revenue in December was \$362,768. Fiscal year to date sales tax is \$1,062,913, a decrease of 3.2% compared to last year at this time. A separate summary of sales tax revenue collections is provided for comparative purposes. General Fund revenues collected through the end of December were \$10,511,960 and 30.5% of the budget.

General Fund expenditures for the month of December were \$2,188,982. Fiscal year to date expenditures were \$6,232,060 and 23.5% of the adopted budget.

Total General Fund revenues of \$10,511,960 were more than total General Fund expenditures of \$6,232,060 by \$4,279,900.

Debt Service revenues for the month of December totaled \$509,099 and were all from property tax. There were no expenditures in December. The next debt service payments are due February 1, 2026.

EDC revenues for December were \$200,486. EDC expenditures for December were \$548,838. Revenues were less expenditures by \$348,352.

Revenues received for December were \$103,400 from stormwater utility fees, mineral lease revenue, and interest earnings. Expenditures for the Capital Projects Fund were \$36,785 for December. December expenditures included the Low Water Crossing project and Storm Drain Assessment. Revenues exceeded expenditures by \$66,615. Sufficient funds are available in the current fund balances of the Capital Projects Fund. This fund operates on a project basis rather than a specific fiscal year.

On December 31, 2025, the City had \$31,933,089 invested at varying interest rates; the EDC had \$7,797,965 available.

Motion by Mr. Phillips, seconded by Mr. Tiner, to accept the finance report for the period ending December 31, 2025.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

G-2734 Quarterly Investment Report for period ending December 31, 2025

Rick Overgaard gave the following report: The Public Funds Investment Act (PFIA), Texas Government Code and the City's Investment Policy require that an Investment Report be presented to City Council.

The Investment Committee met on January 14, 2026, to review the report and ensure compliance with the City's investment policy. A copy of the Investment Report is attached, and highlights are presented below.

- The total portfolio for the City and EDC on December 31, 2025 is \$39,731,054, with 80.4% or \$31,933,089 belonging to the City, and 19.6% or \$7,797,965 to the EDC.

- 25.6% of the combined portfolio is in bank accounts, with 65.1% in local government investment pools, 8.0% in certificates of deposit, and 1.3% in agency notes.
- The weighted average maturity on the combined portfolio is 27 days with a 3.20% average yield to maturity. In comparison, the 90-day T-Bill benchmark rate is 3.67%.

The City’s yield increased from the prior quarter because of more of the portfolio invested in higher yielding securities.

Motion by Ms. Franklin, seconded by Mr. Reagan, to accept the Investment Report for the quarter ending December 31, 2025.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

G-2735 Appointment to Civil Service Commission Place 3

Jim Hinderaker gave the following report: State law requires the City Manager to appoint members to the City’s Civil Service Commission, with the appointments confirmed by the City Council. The commission consists of three members serving staggered three-year terms. The term for Place 3 on the Civil Service Commission expires on February 5, 2026.

Currently serving in Place 3 of the Civil Service Commission is Jeremy Kirwan. The City Manager has reached out to and offered reappointment to Mr. Kirwan, who has agreed to serve, pending City Council confirmation. To align with the new terms for the Boards and Commissions, Mr. Kirwan’s term will run from February 6, 2026 to September 30, 2029.

Motion by Mr. Tiner, seconded by Ms. Franklin, to confirm the appointment of Jeremy Kirwan to the Civil Service Commission Place 3 for a term beginning February 6, 2026 and ending September 30, 2029.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

VI. INFORMAL CITIZEN COMMENTS

Greg Clem addressed City Council.

VII. COUNCIL MEMBER AND STAFF COMMENTS

VIII. ADJOURNMENT

Meeting adjourned at 7:28 p.m.

APPROVED:

Jason Ward, Mayor

ATTEST:

Elizabeth Fischer
City Secretary/Chief Governance Officer