

# BENTON CITY COUNCIL MEETING

NOVEMBER 9, 2015

7:00 PM



AGENDA MEETING - 6:30 PM



BENTON MUNICIPAL COMPLEX  
114 SOUTH EAST STREET  
COUNCIL CHAMBERS

**DAVID MATTINGLY, MAYOR**

**REGULAR SESSION**  
**November 9, 2015**  
**7:00 PM**  
**AGENDA**

- |              |   |   |
|--------------|---|---|
| <b>I.</b>    | <b>Call to Order</b>  | <b>Mayor Mattingly</b>                            |
| <b>II.</b>   | <b>Invocation</b>   |   |
| <b>III.</b>  | <b>Pledge of Allegiance</b>   | <b>Alderman Herzfeld</b>                          |
| <b>IV.</b>   | <b>Roll Call</b>  | <b>City Clerk</b>                                 |
| <b>V.</b>    | <b>Approval of Minutes</b>  | <b>October 26, 2015</b><br><i>Regular Meeting</i> |
| <b>VI.</b>   | <b>Proclamation</b><br><i>National Home Care Month – November 2015</i>  | <b>Mayor Mattingly</b>                            |
| <b>VII.</b>  | <b>Service Award Presentation</b><br><i>Terry McKinney, 10 years</i>  | <b>Mayor Mattingly</b>                            |
| <b>VIII.</b> | <b>RESOLUTION NO. 59 OF 2015</b><br><i>A RESOLUTION EXTENDING THE CABLE TELEVISION FRANCHISE AGREEMENT AND POLE ATTACHMENT AGREEMENT WITH COBRIDGE BROADBAND, LLC D/B/A FIDELITY COMMUNICATIONS UNTIL DECEMBER 31, 2020; AND FOR OTHER PURPOSES</i> | <b>Mayor Mattingly</b>                            |
| <b>IX.</b>   | <b>COMMITTEE REPORTS &amp; MOTIONS</b>  |   |
|              | <b>1. Finance Committee</b>   | <b>Alderman Ponder</b>                            |
|              | <b>A.) ORDINANCE NO. 55 OF 2015 – 2<sup>nd</sup> READING</b><br><i>AN ORDINANCE ADOPTING THE CITY OF BENTON ACCOUNTING POLICIES AND PROCEDURES; AND FOR OTHER PURPOSES</i>  |   |
|              | <b>2. Community Services/Animal Control</b>   | <b>Alderwoman Reed</b>                            |
|              | <b>A.) ORDINANCE NO. 58 OF 2015</b><br><i>AN ORDINANCE VACATING AND CLOSING VALLEY ROAD IN THE CITY OF BENTON, DECLARING AN EMERGENCY, AND FOR OTHER PURPOSES</i>   |   |
|              | <b>B.) RESOLUTION NO. 60 OF 2015</b><br><i>A RESOLUTION RATIFYING AND CONFIRMING THE REAPPOINTMENT OF KEVIN MALONE AS A COMMISSIONER TO THE BENTON HISTORIC DISTRICT COMMISSION; AND FOR OTHER PURPOSES</i>   |   |
|              | <b>C.) RESOLUTION NO. 61 OF 2015</b><br><i>A RESOLUTION RATIFYING AND CONFIRMING THE REAPPOINTMENT OF SHELLY REED AS A COMMISSIONER TO THE BENTON HISTORIC DISTRICT COMMISSION; AND FOR OTHER PURPOSES</i>  |   |
|              | <b>3. Streets &amp; Drainage Committee</b>  | <b>Alderman Cunningham</b>                        |
|              | <b>4. Personnel/Health &amp; Safety Committee</b>   | <b>Alderman Donnor</b>                            |
|              | <b>5. Parks Committee</b>   | <b>Alderman Lee</b>                               |
|              | <b>6. Public Utilities Commission</b>   | <b>Alderman Herzfeld</b>                          |

- 7. A & P Commission** **Alderman Donnor/Ponder**
  
- X. Unfinished Business**
  
- XI. New Business**
  
- XII. Old Business**
  
- XIII. Announcements**
  
- XIV. Adjourn**

**MINUTES OF THE BENTON CITY COUNCIL**  
**Regular Session**  
**October 26, 2015**  
**Benton Municipal Complex**

The Benton City Council was called to order for a regular session at 7:00 p.m.

The Mayor gave the invocation.

Alderman Hart led the pledge of allegiance.

Roll was called.

The following persons were in attendance:

<b>Alderman Frank Baptist</b>	<b>Alderman Kerry Murphy</b>
<b>Alderman Charles Cunningham</b>	<b>Alderman Evelyn Reed</b>
<b>Alderman Bill Donnor</b>	<b>Alderman Jerry Ponder</b>
<b>Alderman Judd Hart</b>	<b>Alderman James Herzfeld</b>
<b>Alderman Steve Lee</b>	<b>Alderman Lori Terrell</b>
<b>Brent Houston, City Attorney</b>	<b>Cindy Stracener, City Clerk</b>
<b>David Mattingly, Mayor</b>	

When roll was called ten (10) council members were present. A quorum was declared.

The Mayor requested approval for the October 12, 2015 city council meeting minutes. Alderman Lee made a motion to approve the minutes. Seconded by Alderman Hart. The Mayor called for a voice vote on the approval of the minutes. All aldermen replied in the affirmative. The minutes for the October 12, 2015 council meeting were approved with 10 affirmative votes.

Doris Smith was recognized as the September employee of the month.

Brent Houston read a proclamation declaring the month of October as “National Disability Employment Awareness Month” in the city of Benton. See attached.

The next item on the agenda was committee reports and motions. Alderman Ponder was recognized for the Finance Committee report. Alderman Ponder asked for the first reading of Ordinance 55 of 2015 – An Ordinance Adopting the City of Benton Accounting Policies and Procedures; and For Other Purposes. Seconded by Alderman Donnor. The ordinance was read by the city clerk. No motions were made to suspend the rules.

Alderman Ponder asked for the first reading of Ordinance 56 of 2015 – An Ordinance Amending the 2015 Budget for the General Fund as Adopted in Ordinance 75 of 2014; Transferring Funds to the Utility Department from the Financial Stability Fund; Declaring an Emergency; and For Other Purposes. Seconded by Alderman Lee. The ordinance was read by the city clerk. The Mayor asked for any comments. None. Alderman Ponder made a motion to suspend the rules for the second and third readings of Ordinance 56 of 2015. Seconded by Alderman Cunningham. The Mayor asked that the roll be called on the motion to suspend. Roll called resulted in Alderman Baptist yes, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes,

**Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. Motion to suspend was approved with 10 affirmative votes. Alderman Ponder made a motion to adopt Ordinance 56 of 2015 on its second and third readings. Seconded by Alderman Lee. The ordinance was read by title only. The Mayor asked that the roll be called. Roll called resulted in Alderman Baptist yes, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes, Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. Ordinance 56 of 2015 was adopted with 10 affirmative votes. Alderman Ponder made a motion to adopt the emergency clause. Seconded by Alderman Donnor. The Mayor asked that the roll be called. Roll called resulted in Alderman Baptist yes, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes, Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. The emergency clause was adopted with 10 affirmative votes.**

**Alderman Ponder made a motion to adopt Resolution 52 of 2015 – A Resolution Authorizing the Mayor to Request Proposals from Local Banks for Amendment 78 Funding; and For Other Purposes. Seconded by Alderman Terrell. The resolution was read by the city clerk. The Mayor asked for any comments. None. The Mayor asked that the roll be called. Roll called resulted in Alderman Baptist yes, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes, Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. Resolution 52 of 2015 was approved with 10 affirmative votes.**

**Alderman Reed was recognized for a report from the Community Service/Animal Control Committee. Alderman Reed asked for the first reading of Ordinance 57 of 2015 – An Ordinance Rezoning Certain Land in the City of Benton, Saline County Arkansas; Declaring an Emergency; and For Other Purposes. Seconded by Alderman Donnor. The ordinance was read by the city clerk. This ordinance rezones property located at Hwy183 and Edison Ave from residential R1-7.5 to CH highway commercial. It was requested by Eagle Development Company. The Mayor asked for any comments. None. Alderman Reed made a motion to suspend the rules for the second and third readings of Ordinance 57 of 2015. Seconded by Alderman Ponder. The Mayor asked that the roll be called on the motion to suspend. Roll called resulted in Alderman Baptist yes, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes, Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. Motion to suspend was approved with 10 affirmative votes. Alderman Reed made a motion to adopt Ordinance 57 of 2015 on its second and third readings. Seconded by Alderman Baptist. The ordinance was read by title only. The Mayor asked that the roll be called. Roll called resulted in Alderman Baptist yes, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes, Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. Ordinance 57 of 2015 was adopted with 10 affirmative votes. Alderman Reed made a motion to approve the emergency clause. Seconded by Alderman Donnor. The Mayor asked that the roll be called for the emergency clause. Roll called resulted in Alderman Baptist yes, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes, Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. The emergency clause was adopted with 10 affirmative votes.**

**Alderman Reed made a motion to adopt Resolution 53 of 2015 – A Resolution Authorizing the Mayor to Obtain Information Pertaining to the Formation of an Arts and Heritage**

**Center at the Palace Theater; Directing the City Attorney to Determine the Feasibility of Creating a City Commission to Oversee the Project; Halting the Demolition of the Structure; and For Other Purposes. Seconded by Alderman Donnor. The resolution was read by the city clerk. The Mayor stated that Brent Houston, City Attorney has agreed to meet with the Committee Service Committee and any other elected officials who want to be there on Monday night to facilitate a discussion about whether or not a commission should be created or a subcommittee used, or none of the above and the administration is asked to work directly with the committee on this project. We have already begun some of the requests today of things that were discussed at the last meeting seeking information on asbestos abatement, the cost, what is it going to take to get the tarp on the roof, what will it take to fix the roof, etc. Questions have been sent to the architect. So you can decide what type of committee or commission or whatever you decide where responses can be feed to, on what we are doing, how it is going to be designed or fixed, what are the costs and all those things that will be approved by committee. The Mayor asked that the roll be called. Roll called resulted in Alderman Baptist yes, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes, Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. Resolution 53 of 2015 was approved with 10 affirmative vote.**

**Alderman Reed made a motion to adopt Resolution 54 of 2015 – A Resolution Calling a Public Hearing to Hear the Petition of James L. Overbey and Michelle Overbey to Abandon a Street Located on Valley Road inside the City of Benton; Calling for Public Notice of the Hearing; and For Other Purposes. Seconded by Alderman Baptist. The resolution was read by the city clerk. The Mayor asked for any comments. None. The Mayor asked that the roll be called. Roll called resulted in Alderman Baptist yes, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes, Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. Resolution 54 of 2015 was approved with 10 affirmative votes.**

**Alderman Cunningham was recognized for the Streets and Drainage Committee report. He stated that he had nothing to report.**

**Alderman Donnor was recognized for the Personnel/Health & Safety Committee report. He stated he had nothing to report.**

**Alderman Lee was recognized for the Parks Committee report. He stated that the committee met on October 13, 2015. See attached minutes. Alderman Lee made a motion to approve Resolution 55 of 2015 – A Resolution Authorizing the Execution of an Agreement with McClelland Consulting Engineers, Inc. for Developing a Bicycle/Pedestrian Master Plan for the City of Benton; and For Other Purposes. Seconded by Alderman Terrell. The resolution was read by the city clerk. The Mayor asked for any comments. Alderman Baptist stated that he thought that we were being premature on this. We have another resolution coming up that is for a walking trail within Riverside Park. I would like to see the development of Riverside Park before we develop a master plan. I am not against the master plan just feel we are a little premature on it. Alderman Lee stated that the master plan was for the entire city not just Riverside Park. Riverside is just for Riverside. It is our job to do all that we can for the entire city not just specific areas. This is needed and desired by the citizens it is more of a long term goal. It will be done by professionals. Alderman Baptist stated that Bentonville developed their own plan in house without any costs. Alderman Lee stated that we need a master plan so that we can apply for grants, and having**

the master plan would make the grants more accessible. All it will take is one grant and this is paying for itself. Alderman Cunningham stated that the master plan was for the future. The Mayor stated that he has been holding back on this trying to determine the reasonableness of us developing a master plan. We do not have staff who know what is in these documents to be able to develop it. It all needs to fit together coming from Riverside to downtown. We had to cut the trails in Riverside Park because of cost. Hopefully Resolution 58 of 2015 will fix some of that. The \$55,000 for the master plan in my opinion is well spent in order to get the study. The Mayor asked that the roll be called. Roll called resulted in Alderman Baptist no, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes, Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. Resolution 55 of 2015 was approved with 9 affirmative votes and 1 negative.

Alderman Lee made a motion to approve Resolution 56 of 2015 – A Resolution Authorizing the Execution of an Agreement with RJR Enterprise; Appropriating Funds for this Purpose; and For Other Purposes. Seconded by Alderman Donnor. The resolution was read by the city clerk. The Mayor asked for any comments. None. The Mayor asked that the roll be called. Roll called resulted in Alderman Baptist yes, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes, Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. Resolution 56 of 2015 was approved with 10 affirmative votes

Alderman Lee made a motion to approve Resolution 57 of 2015 – A Resolution Authorizing the City to Enter into a Contract with Scott Hill for Operating the Concessions at Bernard Holland Park, Tyndall Park, Tyndall Park Splash Pad and Riverside Park; and For Other Purposes. Seconded by Alderman Terrell. The resolution was read by the city clerk. The Mayor asked for any comments. None. The Mayor asked that the roll be called. Roll called resulted in Alderman Baptist yes, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes, Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. Resolution 57 of 2015 was approved with 10 affirmative votes.

Alderman Lee made a motion to approve Resolution 58 of 2015 – A Resolution Expressing the Willingness of the City of Benton to Utilize Federal-Aid in Seeking Recreational Trail Funds in Developing a Walking Trail Through Riverside Park; and For Other Purposes. Seconded by Alderman Terrell. The resolution was read by the city clerk. The Mayor asked for any comments. None. The Mayor asked that the roll be called. Roll called resulted in Alderman Baptist yes, Alderman Murphy yes, Alderman Cunningham yes, Alderman Reed yes, Alderman Donnor yes, Alderman Ponder yes, Alderman Hart yes, Alderman Herzfeld yes, Alderman Lee yes, and Alderman Terrell yes. Resolution 58 of 2015 was approved with 10 affirmative votes.

Alderman Herzfeld was recognized for a report from the Public Utility Commission. He stated that he did not have a report.

Alderman Ponder was recognized for the Advertising and Promotion Commission report. He stated that he had nothing to report.

There was not any unfinished, new or old business.

**The Mayor stated that Spook City had to be cancelled because of the rain. Tomorrow night is the Boys & Girls Club Night to be Great with Justin Moore. Pie Five is opening in the Kroger Marketplace complex on Friday. Glitz and Garland is November 13 and 14. BBDI is hosting a press conference on November 19<sup>th</sup>. McClelland Engineers is hosting an employee lunch next week.**

**The meeting adjourned at 7:38 p.m.**

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**Cindy Stracener, City Clerk**

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**David Mattingly, Mayor**

## PROCLAMATION

Whereas, the City of Benton is recognizing National Disability Employment Awareness Month to raise awareness about disability employment issues and celebrate the contributions of people with disabilities; and

Whereas, workplaces welcoming the talents of all people, including people with disabilities, are a critical part of the effort to build a complete community and strong economy; and

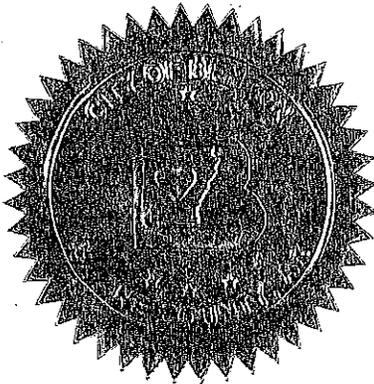
Whereas, activities during this month will reinforce the value and talent people with disabilities add to our workplaces and communities and affirm our commitment to an inclusive community.

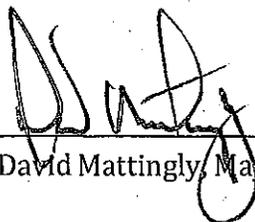
NOW, THEREFORE, I David Mattingly, acting under my authority as Mayor of the City of Benton, Arkansas, do hereby proclaim the month of October 2015 as

### NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH

in the City of Benton, Arkansas, and encourage all employers, schools and other community organizations to join me in observing appropriate programs and activities held this month, and to advance the message that people with disabilities are capable of these tasks throughout the year.

IN WITNESS HEREOF, I have hereunto set my hand and caused the Seal of the City of Benton, Arkansas to be affixed at City Hall this 26th day of October in the year of our Lord, two thousand and fifteen.



  
\_\_\_\_\_  
David Mattingly, Mayor

## **BENTON PARKS**

Tuesday, October 13, 2015

6:00 p.m.

Mayor's Conference Room – City Hall

### **PARKS COMMITTEE MEETING**

Attendees:

Mayor David Mattingly

Nancy Mattingly

Alderman Steve Lee

Alderman Judd Hart

Alderman Charles Cunningham

Alderwoman Lori Terrell

Bryon Hicks, McClelland Engineering

Les Owens, BCOH

Robin Halbert-Petty

Matt Burks, City Hall

John Eckart, Parks Director

Dani Polk, Adm. Assistant, Parks

Pastor Barnes, Ralph Bunche Community

Community Resident near Sunset Lake

Alderman Steve Lee called the Parks Committee Meeting to order. A motion to approve the minutes from August 18, 2015 was made by Alderman Judd Hart and seconded by Alderwoman Lori Terrell. Motion passed.

Alderman Lee mentioned moving agenda item #8 (Presentation of Riverside Park Interior Color Scheme) to agenda item #3. Alderman Charles Cunningham made a motion to move item #8 to item #3 on the agenda. Seconded by Alderwoman Lori Terrell. Motion passed.

Alderman Lee spoke of the first order of business, the Riverside Park Interior Color Scheme. Mayor Mattingly spoke and explained that for 3 or 4 months he has been meeting with the design coordinator, Robin, and his team to organize the color scheme of the interior of the River Center, Senior Activity & Wellness Center and the Aquatics Center. Mayor Mattingly deferred the floor to Mrs. Robin Halbert-Petty to discuss the interior colors. Robin, along with Les Owens, explained the inside color scheme, flooring and seating for the interior of Riverside Park. A motion was made by Alderwoman Terrell to accept the River Center color scheme, flooring and seating. Seconded by Alderman Hart. Motion passed.

Alderman Lee deferred the floor to John Eckart to talk about the Riverside Park Softball Playground. CDI went out to bid for the pavilions, back stops, shade covers, etc. RJR Enterprises was selected as low bid through CDI for the Softball Complex pavilion, back stops and shade covers. Mr. Eckart stated that footings will need to be poured for the above items as well as for the softball complex playground late fall and as a result, we need to select a playground structure. RJR Enterprises provided three different display options that were within the budgeted amount. These images were shown to the Parks Committee. Mr. Eckart let it be known that color does not matter at this time, we just need to decide on a design. Alderman Hart asked if all 3 designs were the same price, Mr. Eckart responded yes, \$100,000.00. Eckart let the Committee know that the playground will be purchased through US Communities, which is a purchasing cooperative like Tip Taps.

Discussion ensued about which playground option worked best for the facility and a motion was made by Alderman Hart to purchase Playground Option #2 through RJR Enterprises and US Communities. Seconded by Alderwoman Terrell. Motion passed. The committee's approval of the purchase of a playground from RJR Enterprises through the US Communities purchasing cooperative will require a Resolution.

Mr. Eckart deferred the floor to Byron Hicks with McClelland Engineers to talk about the budget for a Master Plan for our city for the purpose of a future Pedestrian / Bicycle path. Mr. Hicks mentioned that his firm has teamed up with Alta Planning and Design. Health benefits, as well as connecting different destinations throughout the city, are a major plus with Pedestrian / Bicycle paths. The main benefit of this Master Plan is to have it in place when searching for grants. Mayor Mattingly mentioned that the \$55,000.00 Master Plan (including some reimbursable funds) involves 9 months of study from Alta. On a scale from 1-10, our Bicycle / Pedestrian path is about a 2. Riverside Park will be the main core of our opportunity to do something different. Mattingly explained that he wished 2.5 miles of walking / bicycle path could have been built, but the Riverside Park budget did not allow it at this time. Our city needs to be a 7 or 8 in the next ten years. A Master Plan needs to be in place, so this time next summer we will know what it is that we are faced with, as to where we need to go next. Eckart let the Committee know that McClelland is one of the Engineering Firm we chose through the RFQ process for services so we can contract directly through them and Alta as their Associate. We need a Resolution to enter in to a contract for purposes of a Bicycle / Pedestrian Master Plan. Alderman Hart asked what the projected length of this plan was, and Mayor Mattingly replied 8-10 years. Eckart let it be known that formulation of the plan will start as soon as we pass the Resolution. Mattingly believes we can be underway in 2017/2018. A motion was made by Alderman Hart to proceed with the Bicycle / Pedestrian Master Plan with McClelland Engineering, with a fee of \$55,000.00 to \$60,000.00. Seconded by Alderwoman Terrell. Motion passed.

Alderman Lee spoke on the next order of business, the Sunset Lake Restroom bids. Lee let it be known that all bids which came in were extremely high and all were rejected. Byron Hicks mentioned that a letter needed to be written to all bidders informing them their bids were rejected. A motion was made by Alderwoman Terrell to a draft letter to all of the contractors who have submitted a bid for the bathrooms letting them know their bid has been rejected. Seconded by Alderman Hart. Motion passed. (Mr. Eckart let the committee know that McClelland will take care of the letter on our behalf).

Alderwoman Terrell asked what the next step is in the matter. Eckart spoke and said we could re-design and simplify the bathroom. Lee asked what the figure was in the beginning, Eckart responded that we were hoping to be in the \$150,000.00 range, but with all the other work around it we expected \$170,000.00 - \$180,000.00 range. Mayor Mattingly asked Mr. Hicks if they had started meeting on the re-design with Les Owens and BCOH. Hicks responded that they haven't yet because they were waiting on the committee meeting tonight to pass the motion on all bids being rejected. Hicks also mentioned there is a contractor on Riverside right now. Hicks mentioned handing the documents to CDI to see what they would charge to complete the bathroom as designed. If it's not within budget, we would just re-design the entire bathroom. Lee believes that the budgeted amount is what we need to be leaning towards. Hicks said CDI could change order it into their project since it has a Riverside Theme, assuming the price is right. Hart asked how much the original bids were, Eckart said \$259,000.00 was the lowest. Terrell asked if we could open re-bidding again. Hicks said yes. Mayor Mattingly explained that the contractors who bid the project were given a set of drawings to bid. We would have to re-design the project in order to open bids back up. If you don't change what they are looking at, you're not going to get a bid lower than \$259,000.00. Hart asked who the design firm is for the bathrooms at Sunset Lake. Eckart said Black, Corley, Owens and Hughes, through McClelland Engineers. Eckart informed the committee the project involves more than just a bathroom. The sidewalks, as well as the drainage, are part of the project too. Terrell asked if we have to pay for them to re-design the bathrooms. Mr. Hicks said that the Architect (BCOH) will redo the building to get it where we need it to be. A motion was made by Alderwoman Terrell to re-design the bathroom and go out to bid again with a maximum allowance on building the bathroom at \$200,000.00, as well as inform previous bidders in their rejection letter that they may bid again. Seconded by Alderman Charles Cunningham. Motion passed.

John Eckart addressed the Trails for Life Grant. Mr. Eckart explained that in March of 2015 the committee approved the parks to apply for a matching grant (Recreational Trails Grant) with the Arkansas Highway and Transportation Department. This grant is for a 10ft wide walking and biking trail around Riverside Park and incorporates Sunset Lake as well. We should know something soon on the outcome of this grant.

The Trails for Life is a \$70,000.00 non-matching grant through the Arkansas Parks and Tourism Department. Our intent is to supplement the Recreational Trails Grant with this Grant (Trails for Life). The deadline for this grant is October 31, 2015. We need to pass a Resolution in

support of this grant. A motion was made by Alderwoman Terrell to pass the Resolution and apply for the Trails for Life Grant. Seconded by Alderman Cunningham. Motion passed.

Lee brought the next order of business to the committee, the Parks Concession Stand Bid Results. Lee explained we had one bid for this matter, the same person that has run our concession for the past 3 years. Eckart explained that this is a one year contract with the option to extend an additional two, one-year periods. In 2016 the parks would receive 11.5% of net sales, 2017 is 12% and 2018 is 13%. The net sales went down a half of percent for the first year from 2015. This would include concessions at Bernard Holland, Tyndall Park, and the Splash Pad, as well as the future Riverside Park (softball complex, soccer fields and River Center concession stand) if their contract is renewed. Alderman Hart asked who the vendor / partner is, with Eckart responding Scott Hill. A motion was made by Alderwoman Terrell to accept the bid we received from Scott Hill for our concessions for a 1 year period with the option to extend for the following 2 years. Seconded by Alderman Hart. Motion passed. A Resolution will go before the City Council on October 26, 2015, for a vote authorizing the mayor and city clerk to sign a contract with Scott Hill for operation of the concession stand.

The last order of business was the Partridge property. Lee explained where the 10.3 acres are located near Sunset Lake. Mayor Mattingly explained that if we wanted to expand, this is one of the properties we would need to acquire. Mr. Partridge was offered what the property appraised for, \$250,000.00, but rejected the offer. Alderman Hart made a motion to allow the Mayor to make an offer to Mr. and Mrs. Partridge in the amount of \$275,000.00 for the 10.3 acres. Seconded by Alderman Cunningham. Motion passed.

Meeting adjourned.

~ PROCLAMATION ~

Whereas, home care services provide high quality and compassionate health care services to those in need, especially at times of community or personal health care crisis; and

Whereas, home care is the most preferred method of health care delivery among disabled, elderly, and chronically ill individuals eager to live independently in their own homes as long as they possibly can; and

Whereas, home care services allows families to stay together, and provide for greater health, dignity and comfort in our communities; and

Whereas, home care in the United States is a growing alternative to hospitalization or other institution-based forms of health care for acute and chronic illnesses, providing care to millions of Americans each year; and

Whereas, thousands of everyday heroes such as home care nurses, therapists and aides work tirelessly to provide professional health and palliative care and support to millions of Americans in need of quality health services; and

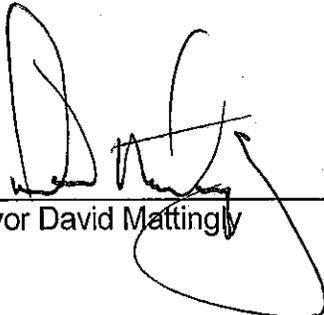
Whereas, these dedicated home care professionals and volunteers form a support network that continues to play a vital role in health care delivery for our nation's disabled, infirm and aging population; and

Whereas, Elite Home Health, the National Association for Home Care & Hospice, and thousands of home care agencies across the United States have declared the month of November 2015 as National Home Care Month and are calling on all Americans to observe these occasions with appropriate ceremonies and activities.

Now, therefore, I, David Mattingly, acting under my authority as Mayor of the City of Benton, do hereby proclaim November 2015 as NATIONAL HOME CARE MONTH in the City of Benton, Arkansas, and encourage the support and participation of all citizens in learning more about the home care and hospice concepts of care for the elderly, disabled, and infirm.

IN WITNESS HEREOF, I have hereunto set my hand and caused the Seal of the City of Benton, Arkansas, to be affixed at City Hall this 9th day of November in the year of our Lord, two thousand and fifteen.



  
\_\_\_\_\_  
Mayor David Mattingly

**RESOLUTION NO. 59 OF 2015**

**A RESOLUTION EXTENDING THE CABLE TELEVISION  
FRANCHISE AGREEMENT AND POLE ATTACHMENT AGREEMENT  
WITH COBRIDGE BROADBAND, LLC D/B/A FIDELITY COMMUNICATIONS UNTIL  
DECEMBER 31, 2020; AND FOR OTHER PURPOSES**

**WHEREAS**, CoBridge Broadband, LLC d/b/a Fidelity Communications (“Grantee”) pursuant to Resolution No. 33 of 2010 is the assignee and party to a cable television franchise agreement and pole attachment agreement with the City of Benton, Arkansas (the “Community”), the terms for which are referenced in Resolution No. 11 of 2010, pursuant to which Grantee owns and operates a cable system, provides cable services in the Community and attaches certain facilities to poles owned by the Community (as amended, collectively, the “Agreements” and each an “Agreement”); and

**WHEREAS**, the current term of each Agreement will expire on or about December 31, 2015; and

**WHEREAS**, Grantee timely filed a request to activate the formal process for franchise renewal pursuant to the provisions of the Cable Communications Policy Act of 1984 (the “Cable Act”); and

**WHEREAS**, Grantee and the Community agree that it is in the best interests of both parties to extend the term of the existing Agreements for five (5) additional years; and

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Benton, Arkansas, that:**

1. The Community confirms that: (a) the Agreements are valid and outstanding and in full force and effect; (b) Grantee has properly invoked its franchise renewal rights under Section 626 of the Cable Act; (c) Grantee is in compliance with the provisions of each of the Agreements; (d) there are no defaults under either Agreement, or events which, with the giving of notice or passage of time or both, could constitute events of default thereunder; and (e) each Agreement is a valid and binding undertaking of the Community, and Grantee is entitled to all rights and privileges granted by the Community thereunder.
2. The term of each Agreement is hereby extended to 11:59 p.m. on December 31, 2020. The term may be further extended upon mutual agreement of Grantee and the Community, or as otherwise provided in each respective Agreement. Except as specifically amended by this Resolution, each Agreement shall remain in full force and effect.
3. This Resolution and the Agreement amendments effected hereby shall, upon its adoption by the City Council of the City of Benton and its execution by the municipal officials identified below and further acceptance by the Grantee, have the force of a continuing, valid and binding agreement between the Community and Grantee, and the Community shall not amend or otherwise alter this Resolution or either Agreement without the prior written consent of Grantee.

PASSED and APPROVED THIS \_\_\_\_ day of November, 2015

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Ordinance No. 55 of 2015

**AN ORDINANCE ADOPTING THE CITY OF BENTON ACCOUNTING POLICIES  
AND PROCEDURES; AND FOR OTHER PURPOSES**

WHEREAS, the City of Benton in Ordinance 50 of 1997 combined the office of Treasurer with the office of Director of Finance and Administration and which called for the office to be filled by appointment; and

WHEREAS, Ordinance 50 of 1997 was amended by Ordinance 17 of 2009 wherein the office of Treasurer and the Director of Finance and Administration was divided into two separate offices and job responsibilities for each office were assigned therein; and

WHEREAS, Ordinance 5 of 2015 reassigned the duties of the Director of Finance and Administration to employees within the city; and

WHEREAS, Jordan Woolbright was reappointed to the position of Treasurer in Resolution 4 of 2015 which was passed on January 12, 2015 for a four year term of office; and

WHEREAS, for approximately the past twelve years the city administration has utilized certain accounting policies and procedures which have been amended from time to time by the city administration, but which were never adopted by the City Council; and

WHEREAS, in as much as the city has already assigned certain duties of the Treasurer to city employees for the current term pursuant to Ordinance 17 of 2009, Act 582 of 2015 provides that before the next assignment of the duties of Treasurer to a city employee, the city shall establish by ordinance a method that provides for the internal accounting controls and documentation for audit and accounting purposes; and

WHEREAS, the City Council desires to adopt The City of Benton Accounting Policies and Procedures which is attached hereto as Exhibit "1" to this ordinance which the city administration has used for approximately the past twelve years.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Benton, Arkansas, that:

SECTION 1. The City of Benton Accounting Policies and Procedures are hereby adopted by the City Council pursuant to Act 582 of 2015.

SECTION 2. The Treasurer shall submit to the City Council, no less than quarterly, financial statements showing a full report of the financial condition of the city. The report shall be submitted to the council members in open session. The reports shall at a minimum show receipts, disbursements, balance on hand and the liabilities of the city. The submission to the City Council may be in writing.

PASSED AND APPROVED this \_\_\_\_\_ day of November, 2015.

\_\_\_\_\_  
David J. Mattingly, Mayor

\_\_\_\_\_  
Cindy Stracener, City Clerk

DESIGNATED FOR PUBLICATION



**The City of Benton, Arkansas**  
**Accounting Policies and Procedures**

**Administrative Services**

## General Topics

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Accounts Receivable

Regular

Miscellaneous

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Administrative Allocations

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## **Introduction**

During the daily accounting operations of Administrative Services, non-utility fund activity is processed by the Accounting Assistant-City. Utility Fund activity is processed by the Accounting Assistant-Utility. Those two positions are cross-trained and are supported by the Administrative Assistant and the Receptionist. When any of these four positions are temporarily lacking personnel the others in this group coordinate to harmoniously fill the gap.

The process of proper G/L coding of expenditures is the task of the accounting staff. In special instances the auditors are consulted to determine the proper code assignments. The coding of invoices begins with purchase requisitions filled out by departments. The accounting assistants review and verify that the proper code has been selected. In all cases the final G/L number chosen must be the best fit for the expenditure and should already be permitted in the budget.

The ultimate goal of the use of proper accounting procedures is to produce accurate financial statements. The Accounting Manager compiles the provided G/L information into Financial Statements and provides the initial scan for accuracies. After the Financial Statements are prepared, the Finance Director reviews and makes further analysis before publication is made.

Please note that these Accounting Procedures for the City of Benton, Arkansas are not All-Inclusive of the day-to-day functions of the City's Accounting Staff. There are many items that are not listed. An attempt has been made to point out the items of most importance. In-Depth Detail is listed when possible to provide clarification. These procedures should continue to grow in scope and detail to cover most tasks.

The Daffron software has on-line documentation available at <http://www.daffron.com> through the For Customers interface. The documentation presented on the following pages is mostly a rendering from actual use of the software and should be easier to follow. GLiXp is used on a daily basis for various functions.

## **Accounts Payable**

Review invoices for accuracy  
Invoices should be coded prior to receipt.  
Code/verify G/L coding as needed  
Perform data entry  
Reconcile batch listing with documentation  
Print checks and associated reports (check register and cash requirements)  
keep a yearly book of reports in order by date.  
Remit payments to vendors  
Reconcile to G/L at month-end  
Record check totals on Accts Payable checking spreadsheet. Close monthly accts payable around the 10<sup>th</sup> of each month for the previous month. You will go into the accts payable menu and choose (3) MONTH MENU, then (1) MONTH CLOSE REPORTS, run reports and print out. Check balances before saving and closing month.

## **Accounts Receivable**

### **Regular**

Accounts Receivable reports are ran after billing month close. The current process begins on the Daffron "green screen" software on the mini computer system.

To process A/R reports:

From the main green screen select item 5-Consumer Accounting Menu. Next choose 5-Report Menu.

25-Selective Aged (open balance) Register retrieves 1st-Active, 2nd-Budget, 3rd-Current, 4th-Inactive, 5th-Written Off, and 6th-all of the previous. Print the last pages in the previous order listed.

24-Accounts Receivable Control Register. Print the last pages in the order listed.

The totals from the compiled reports on the Daffron system are manually entered on an ARRC spreadsheet each month. This spreadsheet also compares Customer Overpayments. Items to offset the recapped balances are retrieved from G/L or B/S totals. Journal entry amounts are automatically calculated based on the input entered. If the amounts seem reasonable, a journal entry is made in GLiXp. In recent years an adjustment is most often limited to the end of the year processing.

### **Miscellaneous**

Miscellaneous A/R is processed by the Finance Director. The records are maintained in the F:\123\miscellaneous accounts receivable\ directory. In that folder invoice spreadsheets are used to individually bill customers and the Utilities Accounts Receivable spreadsheet is used to track the receivables and payments. We are only recognizing the income upon receipt of the payments. No accrual is normally done when the receivable is incurred.

Other receivables are also processed by various departments whenever they decide to do so. Regardless we are only recognizing the corresponding income when the receivable is collected.

## **Administration of Justice Fund**

### **Administration of Justice Fund monthly report**

Add checks from Municipal Court then subtract the totals that the city keeps and distributes; this total should balance to the collection total from the municipal court and then deposit the checks to the Administration of Justice Fund accounts. Next go to the AJFR spreadsheet and enter the totals on it and print, next go to the AJF-Ckrg spreadsheet and transfer the information from the AJFR plus the additional totals from Administration of Finance sheet (not included on the AJFR sheet). Your totals should zero out. Write the checks out of the Administration of Justice Fund and deposit to the proper accounts. The general fund checks are receipted and entered onto the daily cash receipts and then deposited to the proper accounts. Then complete the Department of Finance and Administration form and mail with check, mail the Saline County check with form AJFR.

## **Administrative Allocations**

In the Utility Fund there are five departments that provide various services City-wide. Although accounting, human resources, purchasing functions, and the iSeries computer system are in some manner utilized by everyone, General Manager, Engineering Services, Administrative Services, Billing Services, and Purchasing Services net costs are allocated equally to the Electric, Water, and Waste Water departments. There is one current exception: Administrative Services costs at the Benton Municipal Complex are expensed through Administrative Services but are reimbursed about 50% by the Mayor's office, Street Fund, Animal Control Fund, and Parks Fund based on their portions of the overall City Budget.

The Jadm spreadsheet is used to develop administrative allocation journal entries by simply keying in those five departments' total expenses for the month. The resulting entries are posted in the AdmAlloc journal.

## **Assets**

### **Fixed Assets**

Obtain transaction information from G/L activity, invoices, etc.

Determine first, even if the asset is valued at over \$5,000, does it have an estimated useful life of at least 3 years.

Fill-out DPAA (depreciable asset addition input) form entering information as outlined including the depreciable life of the asset. The depreciation spreadsheets are most often used to find the appropriate useful life.

Add the descriptive information to the spreadsheets for each fund i.e.: DEPR, DEPRCH, FA, and FASM for non-utility items. This information should coincide with the VEH spreadsheet when vehicles or mobile equipment are involved. If construction work in progress is being transferred to an asset, the total of the asset must match the summed detail of the CWIP spreadsheet for that

asset. Also the general ledger activity for asset additions and CWIP must match the corresponding spreadsheets.

Please note capitalized interest must be calculated on projects utilizing proceeds from funds obtained from long-term debt obligations. The capitalized interest via a spreadsheet is determined by factoring the costs of projects into the debt producing proceeds and assigning the corresponding resulting interest expense for the CWIP period. It is common for the capitalized interest to vary year to year because of changes in construction cost estimates.

The summarized information is entered in the Daffron system.

Start by using the Daffron iXp\Production Environment\Fixed Assets link\Properties\Assets screen. Select New Asset; select the proper Plant Trans Code for the relevant department. Change the automatically generated asset number to the 6 digit number entered on the depr spreadsheet. A serial #/VIN, purchase date, description, original cost, depr method, and depr percent must be entered. Select Insert to add the asset. It is prudent to copy and paste information from the spreadsheets to the iXp screen. This provides additional speed and accuracy to the process. Use Depreciation Method "P" Percentage Method-Annual Percentage. The table below illustrates current % used:

<u>Years</u>	<u># Months</u>	<u>Depreciation %</u>
3	36	.333333333
4	48	.25
5	60	.20
6	72	.166666666
7	84	.142857143
10	120	.10
14	168	.071428571
20	240	.05
25	300	.04
30	360	.033333333
40	480	.025

At month end select Fixed Assets link\Processing\Month End screen. Initiate by clicking initiate. "Fixed Asset Month End Initiate completed successfully" appears. Select Reports. Click and Generate Additions and Retirements, Depreciation Register, and Monthly Ledger Entries. It is not necessary to physically print these reports. Save them as pdf files to F:\Series\data using descriptions same as prior months, just change the relevant date info. While printing the reports, selecting "back" is the fastest method. (Reset allows starting the month-close process over at this point.) Select Complete "Complete" to finish the month end process. "Fixed Asset Month End Complete completed successfully" appears. Journal entries are automatically posted to GLiXp.

Processing\Year End\Purge & Zero YTD clears info to start new year.

Periodically verify that the asset spreadsheet data and totals correspond to the Daffron system and the G/L detail.

When the accurate total cost of a depreciable asset is determined for the non-utility funds an entry will also need to be made to add the asset to General Fixed Asset Accounting Group using the GFAAG journal.

When assets are bought, retired, sold, or disposed of depreciation is often manually calculated for months or even years and journalized in GLiXp to match the spreadsheets. The net realized is recognized as a gain on disposition of assets.

## **Depreciation**

Depreciation is routinely calculated using the strait-line method without salvage value by applying corresponding percentages to the estimated useful life of the asset (which must be 3 years or longer). Spreadsheets are utilized and must match both the FAiXp Fixed Assets and GLiXp for G/L totals.

## **Non-Depreciable**

### **Asset Additions**

Print general ledger number transaction detail for each fund or department to verify you have all monthly assets. Obtain transaction information from invoice, etc. Determine first, even if the asset is valued at under \$5,000, does it have a possible useful life of less than 3 years. Fill out DPAA (depreciable asset addition input) form entering information as outlined skipping the depreciable life of the asset. Contact each Department when an asset sheet is needed and ask them to return it promptly. Attach copies of the invoice and check to each asset. Add the descriptive information to the ASSETS spreadsheet. This information should coincide with the VEH spreadsheet when vehicles or mobile equipment are involved. When documentation is completed place in the asset file.

## **Bad Debts**

Bad Debts are initially processed by Billing Services. When the information is received by Administrative Services the totals are entered into BDWO or BDMA spreadsheets and a journal entry is automatically calculated. The entry is processed in GLiXp.

## **Bank Accounts**

### **Access to Funds/Authorized Signatures**

There is normally the requirement of 2 authorized signatures on non-payroll checks. Currently payroll checks are allowed to be processed with only the facsimile signature of the Finance Director. Special situations occur such as CDs or similar investments that are more practical to be transacted with only one signature because they require the physical presence of the person signing at the financial institution.

### **Deposits/Checks/Transfers/Interest/Fees**

Deposits are routinely processed daily for various general operating accounts. Accounts with less activity have deposits and other transactions on an as needed basis. Most bank accounts earn interest and those earnings are posted as received. Fees are occurring more frequently and are usually the result of some type of transfer. GLiXp through the Daffron system is utilized for posting to the G/L.

### **Reconciliations**

Bank reconciliations are done by the Accounting Assistants each month. Spreadsheets are utilized to record daily activity and at month end are tied back to the G/L. The Accounting Manager gets involved when there are irreconcilable differences.

## **Bond**

### **Costs Amortization**

When bonds are issued, amortization schedules are provided to the City recapping periodic, annual, and life totals for principal, interest, and other costs. Each element requiring allocation is further broken down on a monthly basis using percentage based spreadsheets which tie back to the schedules provided during the issuance final process. Journal entries are posted each month in GLiXp.

### **Funding**

Amortization schedules for the issues are used to develop monthly funding spreadsheets. These make building up the sinking funds a more systematic process by providing a checklist to place the check number and date of the payment next to the required set amount. These bond funds are normally established in bank accounts belonging to the City. At times investment accounts are utilized in addition to checking accounts to take advantage of higher rates of interest. The coding of these transactions is processed directly from checks and wire transfers using GLiXp.

### **Payments**

Transferring funds to Trust accounts for interest and principal payments generally occurs within the two weeks prior to March 1<sup>st</sup> and September 1<sup>st</sup> of each year. Normally only interest payments are transacted in March. Principal and interest payments are made in September. Each time payments occur, agents' fees are also required which have been established during the bond issuance. The coding for these fees is directly to expense. The principal and interest in the Utility Fund is coded to liability accounts which have received initial and monthly accruals during the amortization process. The coding of these transactions is processed directly from checks and wire transfers using GLiXp.

### **Budgeting**

The Budget process is normally initiated by the Mayor and the Utility General Manager. Administrative Services will prepare the required memo to departments and attach any required forms for documentation purposes.

When those forms are returned, the requested budget items are entered into various linked spreadsheets to produce departmental and fund totals resulting in overall City totals. Various methods of review result in further changes and tweaking to provide the best balance between costs and desired satisfaction to meet the needs of the citizens.

After the budget is finalized, a database spreadsheet is uploaded into GLiXp. Please note the budget is changed very often by the various entities throughout the city. It is very cumbersome trying to keep up with those sporadic changes. Various requests have been made to responsible parties to submit the proper documentation to Administrative Services. Some entities comply at times; most often scrounging through a variety of sources is required to get close to providing accurate data. When just a few changes need to be posted to GLiXp on the iSeries, they are processed manually/individually.

**Budget up-load process-GLiXp** Begin in GLiXp on the Daffron system and select:

Budget

Define

New

Search

Overview

Fill in "Description", "Year", "Note"  
"Status"-must be set to "Approved".

Update

Upload (Excel spreadsheet must be in format to comply with upload)  
(This takes a few minutes)

"Budget line items have been validated" appears if successful.

Add to budget

(This takes a few minutes)

"Any changes to budget line items will not take effect until committed"

appears.

Commit

"Budget has been committed" appears if successful.

## Cash Receipts

Cash Receipts Books are used for the General, Street, Animal Control and Parks & Rec. Funds

Record checks and cash received in receipt book

Verify wire transfers and allocate to correct funds

Reconcile receipt book total with items received

Code and enter transactions on daily cash spreadsheet

Print the day's spreadsheet page attaching supporting documentation and deposit slips

Prepare deposit and remit to correct bank account

Daily Cash Sheets should balance to the month end Cash Sheets A and Y

Make journal entries from spreadsheet totals page

Reconcile to G/L at month-end

## Advertising and Promotion

### ADVERTISING & PROMOTION TAX DEPOSIT PROCEDURES

Received daily (mostly through the mail) are the Advertising & Promotion Tax reports and checks for the businesses paying the tax. Procedure is as follows:

Reports received in the Administrative Services Department are date stamped according to the date they were mailed. Note: the due date is the 21<sup>st</sup> of each month.

One copy of the reports is made for Administrative Services Department files.

Checks are stamped "For Deposit Only" and one copy of the checks is made for Administrative Services Department files.

A tape is run on checks to assure the amount matches the reports.

Each copy of the report and check are stapled together.

All checks are listed on the deposit slip by check number and amount.

A tape of the listed checks on the deposit slip is run and attached to the back of the deposit slip. A separate tape is run and attached to the checks.

After all has balanced, the deposit is put in bank bag for deposit.

After deposit has been made, a copy of the deposit slip is made and attached to the report form.

The Bank Statement comes at the end of the month and is reconciled.  
*(Task is normally performed by the Administrative Assistant)*

## **Alcohol Tax**

### **ALCOHOL TAX DEPOSIT RECEIPTING PROCEDURES**

The 5% Alcohol tax is collected by businesses that have an alcohol permit and are remitted monthly to the Benton Municipal Complex. Their reports and checks are received by the Administrative Assistant. Copies are made. The City Accounting Assistant receipts the items through the General Fund daily cash, makes out the deposit slips, and posts the amounts to the general operating checking account spreadsheet. The Administrative Assistant takes the deposit to the bank, enters the transactions in the Alcohol Tax spreadsheet, files all of the copies, and returns the processed deposit slips to the City Accounting Assistant. When the General Fund daily cash is journalized during month close the entries post to the G/L.

## **Animal Control**

### **ANIMAL CONTROL DEPOSIT RECEIPTING PROCEDURES**

Animal Control turns in their collections weekly to The Administrative Assistant or City Accounting Assistant in the Administrative Services Department. Along with their collections is a balance sheet with their receipts. Cash, Checks and Receipts are counted and verified against Animal Control's balance sheet. A tape is run on cash, checks and receipts to assure total is correct. After all has been balanced, the deposit is entered in the Animal Control Fund receipt book. The cash amount and check amount are listed separately along with the Animal Control receipt numbers. The balance sheet from Animal Control and their receipts are stapled together. A tape on the Cash and Checks are attached and are put in bank bag. The Animal Control Fund receipt book and bank bag are given to City Accounting Assistant to make the deposit.

*(Task is normally performed by the Administrative Assistant)*

## **Event Center**

## **Parks and Recreation**

### **PARKS & RECREATION DEPOSIT RECEIPTING PROCEDURES**

Cash and Checks collected at Parks & Recreation Department are turned in to The Administrative Assistant or Utility Accounting Assistant in Administrative Services Office daily/weekly. These are collections for deposits & rentals for the Gene Moss Building, softball fields, signing up for softball games, field rentals, signs, etc.

Cash, checks and receipts are counted and a tape is run and attached.

The total of checks, cash and the Parks and Recreation receipts listed separately are entered in the Parks & Recreation Fund receipt book.

Everything is placed in bank bag and given to Utility Accounting Assistant to make the deposit.

*(Task is normally performed by the Administrative Assistant)*

## **Utilities**

### **UTILITY DEPOSIT PROCEDURES**

Billing Department notifies Administrative Services Department when deposit is ready.

The deposit along with daily printout of bank totals and cashier's totals of cash receipts and checks is picked up in the vault.

If miscellaneous tickets are attached, they are replaced for cash from the petty cash box which is located in the vault. The miscellaneous tickets are left in the petty cash box until the end of the month at which time the tickets are added and cash is counted. (\$300.00 is the amount we start with each month).

Deposit is brought to office and prepared for bank deposit.

Coins and bills are counted and entered on the bank deposit slip. Totals are checked against Billing Department totals.

Checks are in batches when received with each cashier's tape attached. A list of balances from each batch is run to get the total of all check batches. Again, the total is matched against the Billing Department totals.

City of Benton, Arkansas – Accounting Policies and Procedures 11:00 AM 04/30/15 Page 13 of 24  
Run a duplicate tape of all checks, subtotaling each batch to check against balance list. At the same time, checking to make sure the checks are written correctly and amount is written correctly.

If mistake is found, the check is taken to Billing Department where cashier pulls up the account to verify the amount posted. The check is then stamped "guaranteed to be" and correct amount is written on the check by cashier.

After checks have been run, the total is compared to Billing Department total for balance. The printout sheet is checked for balance.

The check total is then entered on the bank deposit slip and added along with the cash total.

All tapes from billing department are then attached to printout sheet along with the balance tape of each batch and the tape run on all the checks. All cash sheets amounts are recorded by Utility Accounting Assistant for Bank of the Ozarks - General Operating, First Security – bank drafts, Bank of the Ozarks – lockbox deposits on corresponding spreadsheets

The deposit is then ready to go to the bank. A police escort is called for large deposits.

The deposit receipts are filed in the Accounting Assistants office to be attached at the end of the month with the bank statements.

*(Task is normally performed by the Administrative Assistant)*

## **Construction Training**

ACT 474 Ark. Construction Training monthly report

Verify permit information received from Community Development clerk. Fill State of Arkansas Construction Surcharge reports form a make a copy. Type checks and code to general ledger numbers, make a copy of check. Mail check with original surcharge form. Place all copies in ACT 474 Ark. Construction Training File.

## **Construction Work in Progress**

Print the General ledger number activity for the project to verify you have all invoices and reimbursals have been entered for the month. Record information from all invoices and reimbursals entered as follows: check date, check number, invoice date, vendor and description and amount on the project spreadsheet. A copy of reimbursement checks and attached documents need to be placed in the bank file of where the reimbursement was made. Print the spreadsheet and attach all documents to it, place in asset file. When project is complete an asset sheet needs to be filled out. All prior years' information is attached to the spreadsheet and asset form upon completion of the project.

## **Financial Statements**

## **Composition**

The main financial statements are developed using GLiXp on the Daffron system. In the initial screen select Statements then Status Reports. On the statement line pick the three digit report to run. Next, the year is selected, and then the month. Click on search and the report is compiled. The best results have been obtained by clicking the Adobe Acrobat icon. This produces a pdf file that may be saved to the fileserver and printed as needed. Reports are saved in F:\financial statements.

Various spreadsheets are utilized to summarize the information provided by the Status Reports.

## **Configure**

To Configure Financial Statements in GLiXp:

Properties

Statements

Definition-Select Statement

Search

Edit Statement as needed.

## **Run**

To Run Financial Statements in GLiXp:

Statements

Status Reports

Select:

Statement

Year

Processing Month

Search

## **Distribution**

The spreadsheet F:\123\other\FSD is used as a guide to make copies of the reports and distribute them throughout the City. Recently many reports have been emailed for efficiency.

## **Municipal Court and Police Department**

Trial balances are produced on a monthly basis along with bank reconciliations regarding bond and fine transactions. When received and reviewed in Administrative Services, the trial balance information is keyed into a spreadsheet to produce a trial balance, income statement, and a balance sheet.

## **Fuel**

### **Cards**

For changes and additions forward requests to the Purchasing Manager to order/delete new cards, vehicles, employees.

### **Expense**

Monthly invoice will come in the mail. Check totals make copies for departments. Enter details on the FUEL spreadsheet for the Month and Year. Print copy of spreadsheet to use for coding your invoice and attach with invoice and AP voucher.

## Funds Reimbursals

Monthly transfers

Transfer all funding requirements for each bank account and fund the last week of each month and then make all journal entries to GLIXp general ledger.

## General Ledger Numbers

Additional General Ledger Numbers are required periodically. To set up New General Ledger Numbers in GLIXp:

First setup the base #:

Properties

Description

Insert

Enter GL Number: \_\_\_\_\_

Enter

Description:

Insert

Then setup the departmental/specific #:

Properties

Accounts

Insert

Enter GL Number: \_\_\_\_\_

Enter Division: Blank

Enter Department: \_\_\_\_\_

Enter Sub-department: \_\_\_\_\_

Enter Activity Code: Blank

Enter Budget ID: Blank

Insert

To delete General Ledger Numbers use the same procedures above starting with the specific number and select "Delete" instead of "Insert".

## Insurance

### Health, Life, Disability

Spreadsheets are processed monthly by Human Resources providing departmental expense to be funded. These amounts are entered into A/P and remitted to the provider. The employees' health insurance deductions entries are posted in the HlthInsDed journal.

### Property and Casualty

Insurance-Property and Casualty

Each year near the first of the month of October, spreadsheets are updated with additions and deletions to property, vehicles & equipment which are reconciled to the Arkansas Municipal League annual billing. The total cost of the insurance is allocated to each department based on its covered property for that year. These totals are paid through the accounts payable system debiting pre-paid insurance for each fund's total. Each month the departmental annual totals are amortized via recapping spreadsheets to the general ledger, debiting insurance expense and crediting the fund's prepaid insurance. Prepaid insurance is periodically reconciled comparing the general ledger balance vs. the amounts left on the recapping spreadsheets. Additions and deletions throughout the year are handled on an individual basis with those costs being charged directly to the affected department's property and casualty insurance expense.

*(Tasks are normally performed by the Finance Director)*

### Insurance-Boiler and Machinery

This policy renews February 19<sup>th</sup> of each year. The total cost of the insurance is allocated to each department based on the actuarial data provided by the insurer. These totals are paid through the accounts payable system debiting pre-paid insurance for each fund's total. The monthly cost is distributed using the property and casualty insurance spreadsheet.

## Inventories

### Electric & Water

Purchasing Services transacts work orders and inventory items during their routine processes. The Accounting Manager has been directed to perform the month close for work orders and inventory. These functions are performed on Daffron system iXp interface. Work order month close must be processed before inventory month close and accounts payable must be closed prior to inventory.

#### Closing Work Orders:

(run Showcase Strategy "Work Orders Master" query; parameters: Month Closed zero; Log Date w/current month range, to yield open work orders available for closing)

Start by using the Daffron iXp\Production Environment\Work Orders link (WOiXp)  
In May 2014, a software update changed some procedures.

"Click" Info Center. Enter each work order number (use ED blanket, then WD blanket).  
On each WO click CPR. CPR Info appears.

Enter the work order number for the "Reference No."; Select Construction for "Const/Ret"  
Select "EDSYSTEM-ED system additions" then later "WDSYSTEM-WD system additions";  
Select "1-ELECTRIC SYSTEM ADDITIONS" then later "1-WATER SYSTEM ADDITIONS";  
Qty: 1; Click "Update Table". 1 Row(s) Updated. appears; Remember to repeat the above steps that applied to Electric for Water.

Select "Tasks", then "Closed Work Orders", enter the current month numbers for the Electric and Water blanket work orders. Click "commit". "Work Orders have been designated to close" appears.

Select "Processing", then "Distribution". Charges Based on = M-Material; Post to File = M-Material. Click "Continue". Click "Material".

**Material overhead distribution based on M-MATERIAL charges**

Cost Description	Amount	G/L Trans Code	Distribute to Trans Code
stores expense	0	EDOVRHDDST	EDADJ
stores expense	0	WDOVRHDDST	WDADJ

Click "Insert". 2 Rows Inserted appears. Click "Post". Overhead Distribution completed successfully appears.

Select: "Processing"\"Month End", "Closed Work Orders", "Process and Print". Process and Print Closed Work Orders completed successfully appears.

Select "Reports". Click "Generate": Closed Work Order Detail, Closed Work Order Summary, Current Transactions Reports-Materials, Final Totals, and Preliminary G/L Report. It is not necessary to physically print these reports. Save them as pdf files to F:\iSeries\data using descriptions same as prior months, just change the relevant date info. While printing the reports, selecting "back" is the fastest method. (Reset allows starting the month-close process over at this point.)

Select Complete "Complete" to finish the month end process. Work Order Month End completed successfully appears. Journal entries are automatically posted to GLiXp.

**Closing Inventory:**

ACCOUNTS PAYABLE for month must be closed, Work Orders must be closed, and departmental charges Must Be completed!

Start by using the Daffron iXp\Production Environment\Inventory\Materials link (IV<sup>iXp</sup>: Inventory).

Select "Processing", "Month End", "Initiate", "Initiate". Inventory Month End Initiate completed successfully appears. Under Initiate, "Process" appears. Detail IV GL Transaction, Material Charges to Work Order, PO Receipt/Invoice Balancing Report, Inventory Reconciling Report, Monthly Receipt/Invoice Balancing Report, Material Control Register, Inventory Transaction Recap, and Material Exception Report are listed, checked, and highlighted. Click "Process". IV Month End Initiate Reports completed successfully appears.

Select Reports. Click "Search" to generate: Detail IV GL Transaction; Inventory Reconciling Report; Inventory Transaction Recap; Material Charges to Work Orders; Material Control Register; Material Exception Report; Monthly Receipt/Invoice Balancing Report; Other Material Transactions; and PO Receipt/Invoice Balancing Report. It is usually necessary to physically print these reports. Save them as pdf files to F:\iSeries\data using descriptions same as prior months, just change the relevant date info. While printing the reports, selecting "back" is the fastest method. (Reset allows starting the month-close process over at this point.)

Select Complete "Complete" to finish the month end process. Inventory Month End completed successfully appears. Journal entries are automatically posted to GLiXp.

**Central Supplies**

Make copy of inventory transactions after inventory has closed. Give copy to City Accounting Assistant to reimburse Utilities with a check from accounts payable checking.

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For supplies taken out of Administrative Services stock, pull lists from cabinet/closet and do a journal entry for usage of Utility departments. For city departments, add to inventory amounts for reimbursement by check. Check is then deposited into Utility General Operating account and journal entry is made to record transaction.

### **Meter Bases**

Money will come over from the Electric department on what they collected for the month. Pull the folder Meter bases sold from the General Files. Do miscellaneous cash receipt, make copy with check and take to cashiers. Make sure they stamp your copy then file with yellow meter receipt. The money will then be deposited with the daily cash in customer service.

### **Postage**

The Billing Services Manager records postage on the last day of the month and gives the information to the Utility Accounting Assistant. The Utility Accounting Assistant makes copies for the City Accounting Assistant to reimburse Utilities with a check from accounts payable checking.

Check is then deposited into the Utility General Operating Checking account and a journal entry is made to record the transaction using GLiXp.

Utilities postage usage is recorded by journal entry on the Utility G/L.

### **Journal Entries**

#### **JOURNAL ENTRY POSTING**

GLiXp is used to enter journals, choose GENERAL LEDGER under the LIVE ENVIRONMENT section – General journal entry, and need to post information weekly/monthly. After LOGIN to the system click on the MAINTENANCE tab and type in your journal name then click on SEARCH to make your entries. Make journal entries, and then scroll to the bottom of screen and click on REVIEW, if review is ok, then click on COMMIT to complete the entry. Use the SEARCH tab to check balances for reconciliation.

#### Merge Recurring Journals

Processing

Merge Recurring

Search (leave blank-for all journals)

Insert Merged Rows

Message Appears "Merge Complete \_\_\_\_ total entries were inserted in \_\_\_\_ journals."

**Meter Deposits** – Meter deposit report is ran at month end by Billing. A copy is given to Utility Accounting Assistant to file and reconcile balance with General Ledger. Refunds are determined by Billing Services and are transferred thru iXp to Accounts payable in order for the Accounting Assistant-Utility to issue the check to the customers.

### **Other**

Complete when requested by vendor. Keep a copy in file.

### FOI Requests

To be completed as quickly as possible when requested. Persons requesting copies are to be charged .08 per copy and the monies collected are to be deposited to the department whose copier made the copies. And should be credited to GL code 740.42 (department) Administrative Services copies should be deposited to the Utility General Operating account.

### Payroll reimbursements

Type a check for each fund for their payroll reimbursement bi-weekly.

### Telephone calls and emails

Answer all phone calls, voice mails and email as quickly as possible.

## Payroll Taxes

### FICA/MEDC and Health Insurance

Go to Fica/Medicare spreadsheet and change date, and then go to the top column and F2 to edit and next copy it to down the rest of column. This should balance to the Fica/Medicare totals Employee Health Contribution Human Resources provides for each pay period. Then enter this on GLiXp general ledger in the FICAMed journal.

## Petty Cash

### Petty Cash-City

Receive invoice/remittance for payment.  
Fill in petty cash receipt with signatures.  
Remit corresponding cash to recipient.  
At month end write a check for total receipts, cash it to replenish funds.  
Prepare recapping spreadsheet to document activity by G/L #.  
Record spreadsheet totals in G/L entry, for each dept:  
Animal Control - PC-ACTRL  
City Hall - PC-GF-CH  
Fire Dept – PC-GF-FD  
Police – PC-GF-PD  
Parks – PC-Parks  
Street – PC-STFD  
Reconcile petty cash activity to G/L at month-end.

PETTY CASH - UTILITIES

Write a check for each department and enter on spreadsheets, do journal entry for month.

Last day of month for Administrative Services. (PCAS)

Last day of month for Electric/Operations Department (PCEL-PCOP)

## **Refunds**

Refunds for General, Street, Street Improvement, Animal Control and Parks Funds

Make copy of receipt, and check if possible and you need something in writing from the department head on city letterhead. Type each check on the correct fund and code to the correct general ledger numbers and make any general ledger journal entries to GLIXP in the appropriate journal.

Refunds for Utility fund: Refunds for overpayments or meter deposits requests are now transferred from Customer service to Accounts payable for processing with a check from accounts payable checking. All refunds are researched and verified by Billing/Customer service manager prior to transfer to AP. Any balances that cannot be transferred are written on a refund request form and signed by Billing/Customer service manager. A check is then manually typed from Utility General Operating account. All checks are then mailed to customer with final bill is available.

## **Retirement Funding**

On the 10<sup>th</sup> of each month you need to check the Fireman and Police Pension bank balances to see if there are funds to cover the monthly retirement checks. If there's not enough funding, for the Fireman pension you need to divide what you need in half and call Merrill Lynch for their portion and send a fax to Smith-Barney for their portion. The Police Pension Funds you only need to fax Smith Barney for any funding needed, you also need to call Smith Barney to verify they received your fax. The checks need to be mailed to City Hall to the attention of the City Accounting Assistant and received no later than the 20<sup>th</sup> of each month. Once you've received the checks make a copy of the check, receipt each check in the Fire and Police receipt books, fill out a deposit and make of copy of deposit and check together, next record them on the spreadsheets for Fireman Pension (PenFd-FD) and the Police Pension (PenFd-PD). Let the personal assistant know you have received your checks so she can mail out the retirement checks.

Once a year around August, you'll receive checks from State of Arkansas for the Police and Fire Pensions. For the Police you'll receive 3 checks, Police Future Supplement, Police Retirement Supplement, and Police Payment Old Plan Pension and for the Fireman you'll receive 2 checks, Future Supplement and Fire Payment Old Plan Pension. These checks will go to Human Resources Mgr. first and then she'll give them back to you to process. You'll process them same as the monthly transfers from Merrill Lynch and Smith Barney.

## **Returned Checks**

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Returned check fees are to be charged to ALL (City wide) customers at the same rate as specified by the Benton Utilities Customer Services rules and regulations. The banks are not supposed to charge us a returned check fee per our agreement with them.

#### Returned Checks (CITY)

Retrieve from the bank. If check hasn't been taken out of the bank account, contact the department so they can contact the writer, collect funds, and incurred fees, re-deposit, record journal entries as needed. Reconcile to G/L at month-end

#### RETURN CHECKS (UTILITIES)

First Security will email the listing of returned BANK DRAFTS. Three copies are printed of each return for (1) to be included with check to FS (2) copy for customer service to enter in the system (3) copy for acct assistant ret ck file. A check is written from Bank of the Ozarks general operating account payable to First Security and dropped off at the drive thru marked attn: Welda Smith

Bank of the Ozarks for General Operating returned checks. BofO will deduct returned checks from General Operating account and send the legal copy to give to Utility acct assistant to process. List on spreadsheet for returned checks month year. Give checks to head cashier (CS will enter in system to deduct payment off of cust account along with a \$30.00 returned check fee). CS will bring back a returned checks report and Account Assistant will mark date on the ret checks report. File returned report in yearly book for returned checks.

#### RETURNED CHECKS BY POST OFFICE

Try and contact customer/vendor if unable to contact and no forwarding address -- do Journal entry and add back to checking account report. Email to bank to put stop payments on checks and go to bank and have 2 authorized bank signers sign the stop payment request. Make notations on customer account that the check has been returned and why and if it has been voided.

### **Sales**

#### **Retail/Interdepartmental**

Billing Services provides edit totals after each of the 4 billing cycles has been completed. After billing month close is complete, they provide additional reports that summarize monthly activity. Five journals are created: BLADJ, BLBLD, BLOTH, BLPMT, and BLTAX. Spreadsheets manually compile this information into a more usable format. SLJN recaps the main Sales Journal information. KWH, SMBN&WW, and WDBS further use the billing data recapped to summarize monthly and annual totals. These later reports are distributed as needed to various departments. These resulting spreadsheets are also used to reconcile to the G/L and A/R, produce additional required journal entries, and are a valuable verification/auditing tool.

IDSL covers interdepartmental sales and generates G/L entries to expense those amounts and recognize income for the free service. The entries are posted in the IDSL journal.

## **Wholesale**

### **Sales-Wholesale-Water**

This billing process is handled by Billing Services. We are retrieving master meter readings copies from Water Distribution or Billing Services, then posting to spreadsheets to ensure we have accurate data for G/L and reporting purposes.

## **Taxes**

### **Franchise**

On the Utility Fund G/L, franchise taxes are calculated and accrued using the Jadm spreadsheet each month. Interdepartmental sales, transfers, and interest income are eliminated from the taxable amounts of income. The resulting amounts are multiplied by 5.0% to achieve the Utility Fund's liability to the General Fund. On a monthly basis the Utility Fund writes a check to the General Fund to reduce that liability.

### **Sales & Use**

#### **Funds**

#### **SALES & Use TAX (CITY)**

When notification is received from state, record in General Fund receipt book, code and record transactions on daily cash report. Record tax on tax spreadsheet, to show the Cities allocation and for monthly allocation needed to transfer to Street Improvement and Parks & Recreation Operation & Maintenance Fund. Transfer monthly allocation last week for the Street Improvement Fund. Deposit to bank account and make copy. Record date and check Number on sales tax spreadsheet. A Journal Entry is done at month close.

### **Retail Reporting**

#### **SALES TAX (UTILITY)**

Pre-pay sales tax for Utilities per schedule from State of Arkansas Sales & Use dept. The 1<sup>st</sup> prepayment is due on the 12<sup>th</sup> of each month and 2<sup>nd</sup> prepayment due on the 24<sup>th</sup>. The monthly sales tax is due on the 20<sup>th</sup> of each month. If any of these dates fall on a holiday or weekend then they are due on the previous business day. Use sales tax spreadsheet SLTX to help calculate amount due on monthly local/state tax. Use the sales tax report to get figures for total sales and reports for bad debts, etc. Go on-line to <https://atap.arkansas.gov/#1> to report per instructions. Adjust bank account spreadsheet for auto withdrawals from General Operating acct. Make journal entries and reconcile to general ledger at month end.

### **Turnback**

## **County**

The City of Benton property tax millages are approved each year by the City Council. That information is forwarded to Saline County and the taxes are assessed and collected by them. Each month the City receives checks from the County, receipts them, and makes deposits to both the General and Street Funds.

## **State**

### **STATE TURNBACK (CITY)**

When notification is received from state, record in General Fund receipt book, code and record transaction on daily cash report and attach a copy to report. Make a copy for transfer to the Street Fund. Transfer monthly allocation from state notice to the Street Fund. Then record in the Street Fund receipt book, code and report on daily cash report with supporting documents. Make a copy of the check for the General fund records.

## **Vehicles**

**Inventory** – A listing is kept on spreadsheet VEH listing information about each vehicle in all city and utility departments.

## **Licensing**

### **VEHICLE RENEWAL INFORMATION**

New – Order License - PUBLIC PROPERTY TAGS  
signed by mayor, city clerk, or county judge Affidavit (form 10-390)  
insurance ID billing paperwork  
copy of invoice  
bill of sale odometer disclosure  
check for \$11.00 per vehicle  
Certificate of Origin

Put on VEH list – information for all vehicles is kept in Utility Accounting Assistants office.

## **Year-End Processing**

### **GLIXp**

The year-end close in GLIXp follows the same path as the monthly close. Processing\Month End select "Initiate", select "Initiate", select "Continue", select "Complete", and select "Complete". Just as in month close, the processing month

Each fund has its own set of “Close-“ entries. “Close-All” includes items that are not otherwise processed in each fund’s “Close-“ entries. The entries are inserted into month 13 for the year ending with the reference “YEAREND” and the description “End of Year Closing Entry”.

During the year-end close process income/expense are debited/credited to zero out the year to date totals and municipal net equity/retained earnings accounts receive the net amount for year’s net change. The year-end close entries should be verified for accuracy.

A manual adjustment must be made to “adj retained earnings for admin depts depreciation”. A good way to make this entry is to credit the Electric retained earnings for the admin depts depreciation total and then debit the Electric, Water, and Waste Water depts for the total divided by three. That special allocation journal is named Close-UF each year.

A BalFwd journal with references of “YEAREND” and descriptions “Balance Forward” posts the balance sheet accounts into the next year as month “0”. The BalFwd entries should be verified for accuracy.

## 1099s

Year end 1099's

To be completed by January 31 following year end. Month close needs to be completed before 1099's can be done.

1. Purge previous years 1099's
2. Step up menu :
3. Select #2 – Accounts Payable menu
4. Select #5 – year end menu
5. Select #1-print and verify addresses and totals for each vendor (verify amounts paid in year only (disregard charge Month) use #70 option for this)
6. DO NOT do step#3 until all corrections have been made. Then add to A/P to 1099 hold file – (ONLY DO THIS ONCE AND DON'T PRINT)-run a tape on the 1099 register this should balance with your 1099's you print.
7. Select #5 print 1099 register and verify all information.
8. Select #4 - and use this to make changes to addresses and amounts. Rerun 1099 register if there were changes and re-verify all information.
9. Select #10-to print 1099's –make a copy of Form A ,to use a practice run to check program if is in line with the 1099's form (use Mgmt. Services Supervisors printer). If form is off call Daffron for help, once it's OK, run forms in A, B, C order.
10. Make a copy of Form B for file.
11. Run a tape on 1099's check balance with tape on 1099 register. Fill out Form 1096, make a copy and mail with Form A (RED 1099's) to IRS.
12. Give Human Resource Supervisor a copy of the Inspectors 1099's; she'll need to know what type of inspector (electric, havoc of plumbing) for each 1099.
13. File all copies and label file for the 1099 year, also keep some extra 1099's

**ORDINANCE NO. 58 OF 2015**

**AN ORDINANCE VACATING AND CLOSING VALLEY ROAD IN THE CITY OF BENTON, DECLARING AN EMERGENCY, AND FOR OTHER PURPOSES**

WHEREAS, a petition was duly filed with the City Council of the City of Benton, Arkansas, on the 22<sup>nd</sup> day of October, 2015, asking the City Council to vacate and abandon all that portion of Valley Road designated on the plat of the Crestwood Annex #1 to the City now appearing of record in plat book 76, page 138, in the office of the recorder of Saline County; and,

WHEREAS, after due notice as required by law, the council has, at the time and place mentioned in the notice, heard all persons desiring to be heard on the question and has ascertained that Valley Road, hereinbefore described, has heretofore been dedicated to the public use as a street herein described; has not actually been used by the public generally for a period of at least five (5) years subsequent to the filing of the plat; that all the owners of the property abutting upon the street to be vacated have filed with the council their written consent to the abandonment; and that public interest and welfare will not be adversely affected by the abandonment of Valley Road.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Benton, Arkansas:

**SECTION 1:** The City of Benton, Arkansas, releases, vacates, and abandons all its rights, together with the rights of the public generally, in and to Valley Road, with the exception of dedicated utility easements, designated as follows:

Valley Road as shown on the Plat of Crestwood Annex #1, Saline County, Arkansas, filed June 20, 1955, in Saline County Deed Record Book 76 on Page 138.

**SECTION 2:** A copy of the ordinance duly certified by the City Clerk shall be filed in the Office of the Circuit Clerk of Saline County, Arkansas, and recorded in the deed records of Saline County. Arkansas.

RESOLUTION NO. 60 OF 2015

A RESOLUTION RATIFYING AND CONFIRMING THE REAPPOINTMENT OF  
KEVIN MALONE AS A COMMISSIONER TO THE BENTON HISTORIC  
DISTRICT COMMISSION; AND FOR OTHER PURPOSES

WHEREAS, the City of Benton created the City of Benton Historic District  
Commission by Ordinance No. 30 OF 2008; and

WHEREAS, the Mayor desires to reappoint Kevin Malone to the term of office  
which he has held since August 2008 and which expired October 1, 2015. The new  
term of office shall be for a term of three years and will expire October 1, 2018.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BENTON,  
ARKANSAS:**

SECTION 1: Kevin Malone is hereby confirmed as a member of the City of Benton  
Historic District Commission.

PASSED AND APPROVED this the \_\_\_ day of November, 2015.

\_\_\_\_\_  
David Mattingly, Mayor

\_\_\_\_\_  
Cindy Stracener, City Clerk

RESOLUTION NO. 61 OF 2015

A RESOLUTION RATIFYING AND CONFIRMING THE REAPPOINTMENT OF SHELLY REED AS A COMMISSIONER TO THE BENTON HISTORIC DISTRICT COMMISSION; AND FOR OTHER PURPOSES

WHEREAS, the City of Benton created the City of Benton Historic District Commission by Ordinance No. 30 OF 2008; and

WHEREAS, the Mayor desires to reappoint Shelly Reed to the term of office which she has held since June 2013 and which expired October 1, 2015. The new term of office shall be for a term of three years and will expire October 1, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BENTON, ARKANSAS:

SECTION 1. Shelly Reed is hereby confirmed as a member of the City of Benton Historic District Commission.

PASSED AND APPROVED this the \_\_\_\_ day of November, 2015.

\_\_\_\_\_  
David Mattingly, Mayor

\_\_\_\_\_  
Cindy Stracener, City Clerk