### Benton Advertising & Promotion Commission Agenda

### June 12, 2024

### 3:30 pm at the Benton Municipal Complex in Council Chambers

I.	Call to Order		
1,	Can to Order		
II.	Roll Call Frank Baptist Steve Brown Alison Burch Bill Eldridge Elgin Hamner IV Luke Moody Greg Shinn	Present	Absent
III.	Minutes from May Meeting		
IV.	Financial Reports  A. Profit and Loss Reports – Jorda  B. Bank Balances and Collections	_	
V.	Administrative Delinquency Report – Mandy Spic	er	
VI.	Reading and Vote	Activity & W	Department for Juneteenth Event – 2 <sup>nd</sup> Vellness Center for Old Fashioned Day -  ding
VII.	Report from Benton Event Cente	er – Nikki C	humley
VIII.	Report on the Development of Ex	kit 114 Prop	erty – Bill Eldridge
IX.	Old Business A&P Marketing Committee – Steve	e Brown	
х.	New Business  A. Downtown Lighting – Bill Eldr  B. Next Meeting – July 17	ridge	

XI.

XII.

**Other Business** 

Adjournment

## BENTON ADVERTISING & PROMOTION COMMISSION Minutes May 8, 2024

#### I. CALL TO ORDER

Chairman Bill Eldridge called the meeting of the Benton Advertising & Promotion Commission to order on May 8, 2024 at 3:32 pm at the Benton Municipal Complex in Council Chambers.

#### II. ROLL CALL

Commissioners in attendance included: Bill Eldridge, Steve Brown, Alison Burch, Elgin Hamner IV, Frank Baptist and Luke Moody. Greg Shinn was absent.

#### III. MINUTES

Luke Moody made a motion to approve the minutes of the April 10 meeting. Frank Baptist seconded. Motion carried.

#### IV. FINANCIAL REPORTS

#### A. Profit & Loss Reports

Financial reports were presented by Jordan Woolbright. The A&P Commission bank accounts show the following balances as of April 30, 2024:

Bank OZK – Focus Group Project	\$488,959.37
Bank OZK – A&P	\$126,482.33
Bank OZK – Event Center	\$388,649.43
Bank OZK – Savings	\$384,234.28
Total Checking/Savings	\$1,388,325.41

There is a liability of \$550.74 owed to the Arkansas Department of Finance for sales tax and to the City of Benton for sales tax.

A&P profit and loss statement: for the month of April 2024 total income of \$20,273.14 and total expenses of \$8,958.33 resulting in net income of \$11,314.81. For the year to date as of April 2024 total income of \$71,231.68, total operating expenses of \$40,589.93 resulting in net income of \$30,641.75.

Event Center profit and loss statement: for the month of April 2024 total income of \$50,353.33, total operating expenses of \$37,814.03 and capital expenditures of \$6,743.51 resulting in net income of \$5,795.79. For the year to date as of April 2024 total income of \$248,442.61, total operating expenses of \$147,964.72 and capital expenditures of \$38,341.17 resulting in net income of \$62,136.72.

Focus Group profit and loss statement: for the month of April 2024 total income of \$21,618.16 and total expenses of \$0 resulting in net income of \$21,618.16. For the year to date as of April 2024 total income of \$76,166.97 and total expenses of \$0 resulting in net income of \$76,166.97.

#### B. Bank Balances and Collections Report

City of Benton Financial Officer Mandy Spicer presented the bank account report with the following balances as of April 30, 2024:

	Statement	Prev. Month's
	Balance	Balance
A&P Collections General	\$6,005.97	\$4,203.76
Bond Account	Closed	Closed
A&P Large Project Checking	\$992,379.93	\$942,361.34
A&P Small Project Checking	\$941,340.13	\$898,241.19
A&P General Operating Checking	\$126,482.33	\$115,239.62
Benton Focus Group Checking	\$488,959.37	\$467,341.21
Benton Event Center Gen Operating Checking	\$399,887.61	\$406,654.72
Benton Event Center Savings	\$384,234.25	\$382,791.21
_	\$3,339,289.62	

Collections received in the month of April 2024 were \$199,422.47 which is 14.32% more than collections in April 2023. Many delinquencies were paid in April to get up to date resulting in the dramatic upswing in collections. The actual increase in collections without the penalties and interest on the delinquent accounts was 7.5%. Below are the amounts collected in April of this year along with April of the previous five years:

April 2024 Collections:	\$199,422.47
April 2023 Collections:	\$174,446.63
April 2022 Collections:	\$158,659.20
April 2021 Collections:	\$150,715.18
April 2020 Collections:	\$105,889.39
April 2019 Collections:	\$129,020.47

#### V. ADMINISTRATIVE

Mandy reported only a few being one month behind due to the meeting being held on the 8<sup>th</sup> and collections not due until the 10<sup>th</sup>.

Luke Moody made a motion to accept the financial reports as presented. Frank Baptist seconded. Motion carried.

#### VI. FUNDING REQUESTS

- A. Benton Parks & Recreation Department-Mountain Bike Park Grand Opening 2nd reading. A representative from the Benton Parks & Recreation Department clarified that private funds were obtained to purchase the water bottles that were discussed at last month's meeting. Alison Burch made a motion that the commission approve the requested \$5,000.00 to be used for marketing. Steve Brown seconded. Motion carried.
- B. Benton Parks & Recreation Department Juneteenth- 1<sup>st</sup> reading. The commission will vote on the request for \$500 to be used for marketing next month.
- C. Saline County Art League 2<sup>nd</sup> reading. Mr. Helton addressed the commission regarding the marketing items that would be paid using the requested funds. Luke Moody made a motion that the commission approve the requested \$4,140.00. Alison Burch seconded. Motion carried.

#### VII. REPORT FROM BENTON EVENT CENTER

Director Nikki Chumley reported about 15 events that have taken place in the venue since the last A&P meeting, including the AR Pentecostal Ladies Convention, Saline County FCA banquet, JA Bingo for Bags, Bryant High School Prom and Missionary Baptist Seminary. Total estimated attendance since the date of opening (October 1, 2013) is 903,409. The new security cameras have been installed and are operational.

#### VIII. REPORT ON THE DEVELOPMENT OF EXIT 114 PROPERTY

Bill Eldridge reported that development is moving along nicely. Currently, two final plans have been submitted to the Arkansas Department of Transportation and the Corp of Engineers and the developer is waiting to hear back. The RV park and soccer complex are currently in the engineering phase.

#### IX. OLD BUSINESS

Steve Brown gave an update on the A&P Marketing Committee formed at the March meeting. They have held four productive meetings with great discussions. Steve commented that the marketing possibilities are endless. They will have recommendations to the commission next month. They are looking at a plan of targeting 80% visitors and 20% potential residents.

#### X. NEW BUSINESS

None

#### XI. OTHER BUSINESS

John Parton, Community Development Director for the city of Benton, updated the commission on short term rentals and revenue. There are currently eleven municipalities in the State of Arkansas that collect from short term rental companies like VRBO and Airbnb. He submitted Benton's A&P ordinance to the companies to be

reviewed. He asked the commission for guidance on how he should proceed. Discussion included amending the A&P ordinance to include short term rentals. John will discuss this with the city attorney.

#### XII. ADJOURNMENT

Luke Moody made a motion to adjourn the meeting. Steve Brown seconded. Motion carried. The meeting was adjourned at 4:04 pm.

Bill Eldridge, Chairman

ikki Chumley, Interim Recording Secretary

## Statement of Assets, Liabilites & Equity - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted As of May 31, 2024

·	May 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Bank OZK - Focus Group Project	509,040.44
Bank OZK - A&P	130,700.15
Bank OZK - Event Center	401,489.34
Bank OZK - Savings	385,637.52
Total Checking/Savings	1,426,867.45
Total Current Assets	1,426,867.45
TOTAL ASSETS	1,426,867.45
LIABILITIES & EQUITY	<u> </u>
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	349.84
Total Other Current Liabilities	349.84
Total Current Liabilities	349.84
Total Liabilities	349.84
Equity: 67	
Retained Earnings	1,218,829.23
Net Income	207,688.38
Total Equity	1,426,517.61
TOTAL LIABILITIES & EQUITY	1,426,867.45

# Benton A&P Commission Profit & Loss Budget vs. Actual - A&P - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted May 2024

	May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense	2	:		
Income				
Interest	437.86	250.00	187.86	175.14%
Sales Tax Revenue	18,293.21	17,326.63	966.58	105.58%
Total Income	18,731.07	17,576.63	1,154.44	106.57%
Gross Profit	18,731.07	17,576.63	1,154.44	106.57%
Expense				
Accounting Services	500.00	550.00	(50.00)	90.91%
Advertising Expense	64.30	420.00	(355.70)	15.31%
Comp. for Commissioners	750.00	750.00	, 0.00	100.0%
Funding	3,700.00	4,166.67	(466.67)	88.8%
Legal Counsel	1,200.00	1,200.00	0.00	100.0%
Repairs & Maintenance	1,640.62	0.00	1,640.62	100.0%
Service Agreement	6,658.33	6,658.33	0.00	100.0%
Total Expense	14,513.25	13,745.00	, 768.25	105.59%
Net Ordinary Income	4,217.82	3,831.63	386.19	110.08%
Net income	4,217.82	3,831.63	386.19	110.08%

# Benton A&P Commission Profit & Loss Budget vs. Actual - A&P - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted January through May 2024

	Jan - May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				:
Interest	1,891.40	1,250.00	641.40	151.31%
Sales Tax Revenue	88,071.35	83,529.24	4,542.11	105.44%
Total Income	89,962.75	84,779.24	5,183.51	106.11%
Gross Profit	89,962.75	84,779.24	5,183.51	106.11%
Expense				
Accounting Services	2,715.00	2,750.00	(35.00)	98.73%
Advertising Expense	265.00	2,100.00	(1,835.00)	12.62%
Comp. for Commissioners	3,300.00	3,750.00	(450.00)	88.0%
Funding	7,825.25	20,833.35	(13,008.10)	37.56%
Legal Counsel	6,000.00	6,000.00	0.00	100.0%
Postage	65.66	80.00	(14.34)	82.08%
Repairs & Maintenance	1,640.62	750.00	890.62	218.75%
Service Agreement	33,291.65	33,291.65	0.00	100.0%
Total Expense	55,103.18	69,555.00	(14,451.82)	79.22%
Net Ordinary Income	34,859.57	15,224.24	19,635.33	228.97%
let Income	34,859.57	15,224.24	19,635.33	228.97%

### Profit & Loss Budget vs. Actual - Event Center - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted May 2024

	May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	2,792.13	2,300.00	492.13	121.4%
Sales-Revenue				
Alcohol Sales-Beer/Wine	0.00	878.00	(878.00)	0.0%
Alcohol Sales-Mixed Drinks	328.40	551.08	(222.68)	. 59.59%
Sales-Revenue - Other	37,522.66	37,030.00	492.66	101.33%
Total Sales-Revenue	37,851.06	38,459.08	(608.02)	98.42%
Sales Tax Revenue	18,293.21	17,326.63	966.58	105.58%
Total Income	58,936.40	58,085.71	850.69	101.47%
Gross Profit	58,936.40	58,085.71	850.69	101.47%
Expense		1		
Alcohol Expense	406.90	0.00	406.90	100.0%
Alcohol Permit Expense	0.00	2,500.00	(2,500.00)	0.0%
Bank Service Fees	424.86	630.70	(205.84)	67.36%
Building Alarm System	1,143.03	147.61	995.42	774.36%
Cable TV	186.35	184.22	2.13	101.16%
Cleaning Service	1,468.92	1,441.00	27.92	101.94%
Contract Labor	4,670.50	4,524.90	145.60	103.22%
Health Insurance	1,213.43	1,213.43	0.00	100.0%
Internet	361.10	333.45	27.65	108.29%
Labor Expenses	13,391.98	13,419.83	(27.85)	99.79%
Mileage Reimbursement	39.26	0.00	39.26	100.0%
Office Expense	252.39	941.49	(689.10)	26.81%
Pest Control Expense	339.07	339.07	0.00	100.0%
Repairs & Maintenance	7,475.91	5,728.95	1,746.96	130.49%
Supplies	1,839.67	2,699.48	(859.81)	68.15%
Telephone Expense	23.33	106.12	(82.79)	21.99%
Trash Pickup	413.35	373.06	40.29	110.8%
Utilities	4,862.35	4,701.33	161.02	103.43%
Website	59.95	59.95	0.00	100.0%
Total Expense	38,572.35	39,344.59	(772.24)	98.04%
Net Ordinary Income	20,364.05	18,741.12	1,622.93	108.66%
Other Income/Expense				
Other Expense				
Capital Expenditures	5,920.00	0.00	5,920.00	100.0%
Total Other Expense	5,920.00	0.00	5,920.00	100.0%
Net Other Income	(5,920.00)	0.00	(5,920.00)	100.0%
let Income	14,444.05	18,741.12	(4,297.07)	77.07%

### Profit & Loss Budget vs. Actual - Event Center - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted January through May 2024

	Jan - May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	13,657.68	11,500.00	2,157.68	118.76%
Sales-Revenue				
Alcohol Sales-Beer/Wine	3,698.88	3,108.76	590.12	118.98%
Alcohol Sales-Mixed Drinks	1,176.16	1,672.73	(496.57)	70.31%
Refunds/Returns	(160.00)	0.00	(160.00)	100.0%
Sales-Revenue - Other	200,934.94	187,871.00	13,063.94	106.95%
Total Sales-Revenue	205,649.98	192,652.49	12,997.49	106.75%
Sales Tax Revenue	88,071.35	83,529.24	4,542.11	105.44%
Total Income	307,379.01	287,681.73	19,697.28	106.85%
Gross Profit	307,379.01	287,681.73	19,697.28	106.85%
Expense				
Advertising Expense	0.00	186.50	(186.50)	0.0%
Alcohol Expense	2,166.74	2,807.60	(640.86)	77.17%
Alcohol Permit Expense	0.00	2,500.00	(2,500.00)	0.0%
Bank Service Fees	2,849.83	3,080.52	(230.69)	92.51%
<b>Building Alarm System</b>	1,733.47	1,108.05	625.42	156.44%
Cable TV	927.49	921.10	6.39	100.69%
Cleaning Service	6,275.14	7,205.00	(929.86)	87.09%
Contract Labor	17,297.50	19,346.00	(2,048.50)	89.41%
Dues & Memberships	175.00	325.00	(150.00)	53.85%
Health Insurance	5,885.14	5,885.14	0.00	100.0%
Internet :	1,656.90	1,667.25	(10.35)	99.38%
Labor Expenses	73,588.92	73,935.07	(346.15)	99.53%
Laundry Expense	5,836.35	6,985.65	(1,149.30)	83.55%
Linen & Supplies	690.71	467.00	223.71	147.9%
Mileage Reimbursement	157.05	73.26	83.79	214.37%
Office Expense	2,315.91	2,529.26	(213.35)	91.57%
Pest Control Expense	601.59	601.59	0.00	100.0%
Repairs & Maintenance	28,065.12	33,103.95	(5,038.83)	84.78%
Supplies	7,675.95	8,861.82	(1,185.87)	86.62%
Telephone Expense	602.77	904.28	(301.51)	66.66%
Trash Pickup	1,000.05	1,830.09	(830.04)	54.65%
Utilities	26,735.69	28,073.52	(1,337.83)	95.24%
Website	299.75	299.75	0.00	100.0%
Total Expense	186,537.07	202,697.40	(16,160.33)	92.03%
Net Ordinary Income	120,841.94	84,984.33	35,857.61	142.19%
Other Income/Expense				
Other Expense .				
Capital Expenditures	44,261.17	47,638.51	(3,377.34)	92.91%
Total Other Expense	44,261.17	47,638.51	(3,377.34)	92.91%
Net Other Income	(44,261.17)	(47,638.51)	3,377.34	92.91%
let Income	76,580.77	37,345.82	39,234.95	205.06%

## Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted May 2024

	May 24	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense					
Income					
Interest	1,787.86	1,200.00	587.86	148.99%	
Sales Tax Revenue	18,293.21	17,326.63	966.58	105.58%	
Total Income	20,081.07	18,526.63	1,554.44	108.39%	
Gross Profit	20,081.07	18,526.63	1,554.44	108.39%	
Net Ordinary Income	20,081.07	18,526.63	1,554.44	108.39%	
Net Income	20,081.07	18,526.63	1,554.44	108.39%	

# Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted January through May 2024

		All and the second		
	Jan - May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense	•			
Income				
Interest	8,176.69	6,000.00	2,176.69	136.28%
Sales Tax Revenue	88,071.35	83,529.24	4,542.11	105.44%
Total Income	96,248.04	89,529.24	6,718.80	107.51%
Gross Profit	96,248.04	89,529.24	6,718.80	107.51%
Net Ordinary Income	96,248.04	89,529.24	6,718.80	107.51%
Net income	96,248.04	89,529.24	6,718.80	107.51%

#### Benton Advertising & Promotion Commission Bank Account Balances May 31, 2024

Account Name		Acct #	Statement Balance	Previous Month's Balance
, recount name		7100111	Datatio	
Cash Accounts:				
A&P Collections General	-	***1584	4,988.84	6,005.97
Bond Account		***1592	CLOSED	CLOSED
				0.00
A&P Large Project Checking	50%	***0318	1,078,792.62	992,379.93
A&P Small Project Checking	20%	***0348	977,926.55	941,340.13
A&P General Op Checking	10%	***3297	132,905.07	126,482.33
Benton Focus Group Checking	10%	***2274	509,040.44	488,959.37
·				0.00
Benton Event Center General Op Checking	10%	***2640	404,791.19	399,887.61
Benton Event Center Savings		***9832	385,637.52	384,234.28

TOTAL OPERATING CASH & INVESTMENTS

3,494,082.23

BENTON ADVERTISING & PROMOTION COLLECTIONS - FY2024 - NET

COLLECTIONS - FY2024 - NET		Recd in Jan	Recd in Jan Recd in Feb Recd in Mar	Recd in Mar	Recd in April	Recd in April Recd in May Recd in June Recd in July Recd in Aug	Secd in June	Recd in July	Recd in Aug R	Recd in Sept Recd in Oct		Recd in Nov	Recd in Dec	
	8	DEC	JAN	EB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	- 1		NOV	TOTAL
RESTAURANTS:														
TOTAL RESTAURANTS		155,744.58	132,120.63	141,358.07	171,655.72	158,393.68	0.00	0.00	0.00	00:00	00'0	0.00	0.00	761,046.86
	# of Businesses	, 82	82	82	86	28								
FOOD TRUCKS:														
TOTAL FOOD TRUCKS		992.80	378.26	438.84	1,007.65	369.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,133.89
	# of Businesses	20	13	16	16	19		4						
MOTEL & HOTEL:														8
TOTAL MOTEL & HOTEL		4,889.11	4,466.31	5,016.73	5,844.87	6,141.01	0.00	0.00	0.00	00:00	0.00	0.00	0.00	26,358.03
	# of Businesses	11	11	11	11	11								
CONVENIENCE STORE:														
TOTAL C-STORE		3,450.15	3,223.99	2,264.79	3,213.69	2,695.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,835.27
	# of Businesses	23		19										
OTHER:														
TOTAL OTHER		13,319.78	9,654.77	11,410.70	13,985.26	11,799.29	0.00	0.00	0.00	0.00	0.00	00:00	0.00	60,421.24
	# of Businesses	18	14	16	18	16								
GROCERY:														
TOTAL GROCERY		4,216.97	3,025.75	3,556.72	3,715.28	3,296.43	00:00	0.00	0.00	00:00	0.00	0.00	00'0	15,188.66
	# of Businesses	5	5	S	S	2								
	GRAND TOTALS 182,613.39	182,613.39	152,869.71	164,045.85	199,422.47	182,695.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	880,983.95
2023 Collections		155,553.56	167,462.05	153,767.56	174,446.63	167,841.35	185,089.97	164,103.87	187,330.46	173,416.93	161,766.76	178,235.97	163,482.66	
2022 Collections		154,095.92		127,930.49		156,810.34	168,019.16	• •		155,200.96	158,573.06	154,044.55	-	1,837,155.24
2021 Collections		136,911.96		114,271.51	150,715.18	147,830.27	152,994.36	• •		143,658.46	131,394.46	141,463.51		1,673,361.06
2020 Collections		127,256.22		111,444.38	105,889.39	97,678.07	123,024.71		134,831.92	126,876.64	119,983.38	129,755.98		1,419,547.31
2019 Collections		117,759.17	107	110,355.97	129,	120,	135,416.48	123,451.44	131,093.40	119,508.52	112,256.92	119,762.25	116,259.46	1,443,077.07
% increase from 2023 to 2024	324	17.4%	8.71%	6.68%	14 32%	8.85%								

136,911.96 109,322.08 127,256.22 117,613.40 117,759.17 107,528.57 17.4% -8.71%

8.85%

14.32%

%89.9

% increase from 2023 to 2024

### **Benton Event Center-Event Report**

May 7, 2024 to June 11, 2024

October 1, 2013 to May 6, 2024

910,894

	Date(s)	# of Attendees
Go Red for Women	5/7-5/8/2024	340
Chamber Job Fair	5/9/2024	560
Chamber Business Expo	5/9/2024	900
SportsCard & Memorbilla & VinylCon	5/11/2024	760
AR Retired Teachers Annual Meeting	5/13-5/14/2024	300
E-Stem Sports Banquet	5/15/2024	360
Cigars for Civitan	5/17/2024	60
Perez 1st Shower	5/18/2024	40
Blacklaw Shower	5/19/2024	40
Woodland Hills HS Graduation	5/21/2024	1,200
AR Public School Resource Center	5/22-5/23/2024	650
Hurricane Creek FCU	5/28/2024	40
Memphis Flea Market	5/31-6/2/2024	2,100
Pretty Chics Bingo	6/8/2024	360
AASEA Conference	6/9-6/11/2024	775

# of Events: 15

TOTAL:

8,485

TOTAL:

919,379