### Benton Advertising & Promotion Commission Agenda

### March 13, 2024

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

I.	Call to Order		
II.	Roll Call Frank Baptist Steve Brown Alison Burch Bill Eldridge Elgin Hamner IV Luke Moody Greg Shinn		Absent
III.	Minutes from February Meeting	g	
IV.	Financial Reports  A. Profit and Loss Reports – Jord B. Bank Balances and Collection	•	
V.	Administrative Delinquency Report – Mandy Spi	icer	
VI.	Funding 1. Request from Saline County F 2. Request from Venix Rising, L 3. Request from Saline County C	LC – 2 <sup>nd</sup> Rea	ding and Vote
VII.	Report from Benton Event Cen	<b>ter</b> – Nikki C	humley
VIII.	Report on the Development of I	Exit 114 Prop	oerty – Bill Eldridge
IX.	Old Business		
X.	New Business		
	<ol> <li>Advertising and promoting Be</li> <li>a) City</li> <li>b) Sporting Events</li> </ol>	enton	
XI.	Other Business		

XII.

Adjournment

## BENTON ADVERTISING & PROMOTION COMMISSION Minutes February 14, 2024

#### I. CALL TO ORDER

Chairman Bill Eldridge called the meeting of the Benton Advertising & Promotion Commission to order on February 14, 2024 at 3:31 pm at the Benton Municipal Complex in Council Chambers.

#### II. ROLL CALL

Commissioners in attendance included: Bill Eldridge, Steve Brown, Luke Moody, Frank Baptist and Greg Shinn who arrived after roll call. Alison Burch and Elgin Hamner IV were absent.

#### III. MINUTES

Luke Moody made a motion to approve the minutes of the January 10, 2024 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 January 31, 2024:

Bank OZK – Focus Group Project	\$432,718.80
Bank OZK – A&P	\$101,038.80
Bank OZK – Event Center	\$365,551.36
Bank OZK – Savings	\$380,188.99
Total Checking/Savings	\$1,279,497.95

There is a liability of \$486.99 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 January 2024 and year to date as of January 2024 total income of \$18,673.76 and total expenses of \$13,475.54 resulting in net income of \$5,198.22.

Event Center profit and loss statement: for the month of January 2024 and year to date as of January 2024 total income of \$73,897.26, total operating expenses of \$30,639.92 and capital expenditures of \$7,638.51 resulting in net income of \$35,618.83.

Focus Group profit and loss statement: for the month of January 2024 and year to date as of January 2024 total income of \$19,926.40 and total expenses of \$0 resulting in net income of \$19,926.40.

#### B. Bank Balances and Collections Report

City of Benton Financial Officer Mandy Spicer presented the bank account report with the following balances as of January 31, 2024:

	Statement	Prev. Month's
	Balance	Balance
A&P Collections General (clearing account)	\$3,863.28	\$5,900.29
Bond Account	Closed	Closed
A&P Large Project Checking (50% distribution)	\$793,934.45	\$1,619,402.75
A&P Small Project Checking (20% distribution)	\$829,244.10	\$789,531.45
A&P General Operating Checking (10% distribution)	\$105,150.80	\$95,840.58
Benton Focus Group Checking (10% distribution)	\$432,718.80	\$412,792.40
Benton Event Center Gen Operating Checking		
(10% distribution)	\$366,521.45	\$333,254.69
Benton Event Center Savings	\$380,188.99	\$378,716.66
	\$2,911,621.87	

Mandy added that the large decrease in the balance of the large project checking account is because of the purchase of tract number 2 in January as planned.

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

Collections received in the month of January 2024 were \$1,182,613.39 which is 17% higher than collections in January 2023. Below are the amounts collected in January of this year along with January of the previous five years:

January 2024 Collections	\$182,613.39
January 2023 Collections	\$155,553.56
January 2022 Collections	\$154,095.92
January 2021 Collections	\$136,911.96
January 2020 Collections	\$127,256.22
January 2019 Collections	\$117,759.17

Mandy Spicer directed the commissioners to the list of delinquent businesses that include: Al's Minnows, Benton Food & Gas, Benton Express LLC, Bullock's Benton, Extra Stop, Eye Catcher, Koffee with a Kause, Niecy's, Pasta J's, Pizza Inn, Vibrant Nutrition and Zaxby's. One of them is 2-months past due and the others are 1-month past due. All of them have been contacted and are expected to bring their accounts current soon.

#### C. 2024 Budgets

Bill Eldridge stated that the budget committee met several times and provided the following information. The budgets include a projected 2% increase in sales tax revenue, a quarterly fee for maintenance of the downtown lights, funding of \$50,000, capital expenditures for the Benton Event Center for additional outside security cameras, a handicap ramp accessing the plaza, reprogramming the ballroom lighting and painting the green room and service corridor. Nikki included that the rental rates have increased for the first time in seven years but previous renters are grandfathered in for 2024.

Jordan Woolbright presented a summary of the 2024 budgets. The detailed budgets that were presented are attached to these minutes.

Benton Focus Group: Budgeted income of \$221,752.38 and expenses of \$0 with a budgeted net income of \$221,752.38.

Benton A&P Commission: Budgeted income of \$210,352.38 and expenses of \$168,099.96 with a budgeted net income of \$42,252.42.

Benton Event Center: Budgeted income of \$729,898.80, expenses of \$502,969.51 and capital expenditures of \$93,358.51 with a budgeted net income of \$133,570.78.

Luke Moody made a motion to approve the 2024 budgets as presented. Steve Brown seconded. Motion carried.

#### V. FUNDING

- A. Feedback from Literacy Action of Central Arkansas Bill Eldridge directed the commissioners to an overview in their packet provided by Literacy Action of Central Arkansas regarding its pickleball tournament held at the River Center in January. The event was very successful with 158 players from Benton, Bryant, Hot Springs, Little Rock, Conway and Fayetteville and bleachers full of spectators. The organizers thanked the A&P Commission for the funding and support.
- B. Saline County Fair Association 1<sup>st</sup> Reading The Saline County Fair Association is requesting \$6,500 for the Saline County Fair & Rodeo to be held September 3-7, 2024 at the Saline County Fairgrounds. The funds would be used for advertising via Facebook \$1,000, Clear Channel Radio \$3,000, MySaline.com \$1,000 and the Benton Courier \$1,500. Bill Eldridge stated that A&P funding has been approved in the past for the fair and rodeo. This is the first reading and the request will be voted on at the next meeting.
- C. Venix Rising, LLC 1<sup>st</sup> Reading Venix Rising, LLC is requesting \$2,000 for the Enchanted! Metaphysics & Mystics Market to be held June 22-23, 2024 at the

Benton Event Center. The funds would be used for flyers, posters and print and online ads. Chelsea Snyder was recognized and addressed the commission. This will be the third year for the event. It was previously held in Clarksville and Conway. She's moving it to Benton because there is a need for a larger venue and to be more centrally located. There has been growth in attendance each year with 550 people in 2022 in Conway. The event includes vendors, entertainment, clinics, workshops, live music, food, discussions and book signings. This is the first reading and the request will be voted on at the next meeting.

#### VI. REPORT FROM BENTON EVENT CENTER

Nikki Chumley reported that there have been 13 events since the last A&P meeting with several events rescheduling due to the snow and ice. Total estimated attendance since the date of opening (October 1, 2013) is 888,147.

VII. REPORT ON THE DEVELOPMENT OF EXIT 114 PROPERTY

Bill Eldridge reported that progress is being made and representatives from FTN

Associates will be at the next meeting with a report.

Bill gave an update on the fencing constructed around Jim Thomas' land that he retained for his personal use. Bill reminded the commissioners that part of the agreement to purchase the other land owned by Mr. Thomas was for A&P to pay for the construction of the fence. It has come to his attention that there is a problem with the new fence. The rails are too far apart and small calves are able to escape. McDonald Fence built the fence and has submitted an invoice in the amount of \$4,081.43 to add additional rails. Luke Moody made a motion to approve the payment of \$4,081.43 to add additional rails to the fence. Steve Brown seconded. Motion carried.

- IIX. OLD BUSINESS None.
- IX. NEW BUSINESS None.
- X. OTHER BUSINESS None.
- XI. ADJOURNMENT

  Luke Moody made a motion to adjourn the meeting. Frank Baptist seconded. Motion carried. The meeting was adjourned at 4:00 pm.

Bill Eldridge, Chairman

Amy McCormick, Recording Secretary

#### Benton Advertising & Promotion Commission Bank Account Balances February 29, 2024

			Statement	Previous Month's
Account Name		Acct #	Balance	Balance
Cash Accounts:	_			
A&P Collections General		***1584	3,055.85	3,863.28
Bond Account		***1592	CLOSED	CLOSED
				0.00
A&P Large Project Checking	50%	***0318	866,287.88	793,934.45
A&P Small Project Checking	20%	***0348	859,818.04	829,244.10
A&P General Op Checking	10%	***3297	107,324.85	105,150.80
Benton Focus Group Checking	10%	***2274	449,485.93	432,718.80
				0.00
Benton Event Center General Op Checking	10%	***2640	383,546.98	366,521.45
Benton Event Center Savings		***9832	381,487.88	380,188.99

TOTAL OPERATING CASH & INVESTMENTS

3,051,007.41

		ľ
BENTON ADVERTISING & PROMOTION COLLECTIONS -	FY2024 - NET	

F72024 - NEI	£	Recd in Feb Recd in Mar	ecd in Mar	÷	Recd in May Recd in June		<u>&gt;</u>	99	پ	Ħ	2	Recd in Dec	
RESTAURANTS: Permit #	DEC	NAC	EB	MARCH	APRIL	MAY	JONE	JOLY	AUGUST	SEPT	סכו	NON	TOTAL
TOTAL RESTAURANTS	155,729.12	132,120.63	0.00	0.00	0.00	00:00	0.00	0.00	0.00	0.00	00:0	0.00	287,849.75
# of Businesses FOOD TRUCKS:	82	85											
TOTAL FOOD TRUCKS	1,008.26	378.26	0.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00:00	0.00	1,386.87
# of Businesses	50	13											
													0.00
TOTAL MOTEL & HOTEL	4,889.11	4,466.31	0.00	0.00	0.00	0.00	0.00	0.00	00:00	0.00	0.00	00.00	9,355.42
# of Businesses CONVENIENCE STORE:	11	11											
TOTAL C-STORE	3,450.15	3,223.99	00:00	0.00	00:00	0.00	00:00	0.00	00:00	00'0	0.00	00:00	6,674.14
# of Businesses OTHER:	23	21											
TOTAL OTHER	13,319.78	9,654.77	00:00	00.00	00:00	00.0	0.00	00'0	00'0	0.00	00.0	00:00	22,801.60
# of Businesses GROCERY:	18	14										C.	
TOTAL GROCERY	A 215 Q7	3 025 75	900			000	9	000	5	S	0	9	6 100 80
# of Businesses	5	5	200			8	8	200	8	200	300	8	0,133.03
GRAND TOTALS	182,613.39	152,869.71	0.35		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	334,267.67
2023 Collections 2022 Collections 2021 Collections 2020 Collections 2019 Collections % increase from 2023 to 2024	155,553.56 154,095.92 136,911.96 127,256.22 117,759.17	167,462.05 129,638.16 109,322.08 117,613.40 107,528.57	153,767.56 127,930.49 114,271.51 111,444.38 110,355.97	174,446.63 158,659.20 150,715.18 105,889.39 129,020.47	167,841.35 156,810.34 147,830.27 97,678.07 120,664.42	186,089.97 168,019.16 152,994.36 123,024.71 135,416.48	164,103.87 154,468.26 148,740.03 115,292.01 123,451.44	187,330.46 170,989.88 160,523.11 134,831.92 131,093.40	173,416.93 155,200.96 143,658.46 126,876.64 119,508.52	161,766,76 158,573.06 131,394.46 119,983.38 112,256.92	178,235.97 154,044.55 141,463.51 129,755.98 119,762.25	163,482.66 148,725.26 135,536.13 109,901.21 116,259.46	1,837,155.24 1,673,361.06 1,419,547.31 1,443,077.07

### Statement of Assets, Liabilites & Equity-Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
Bank OZK - Focus Group Project	449,485.93
Bank OZK - A&P	107,260.55
Bank OZK - Event Center	379,890.65
Bank OZK - Savings	381,487.88
Total Checking/Savings	1,318,125.01
Total Current Assets	1,318,125.01
TOTAL ASSETS	1,318,125.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	140.00
Total Other Current Liabilities	140.00
Total Current Liabilities	140.00
Total Liabilities	140.00
Equity	
Retained Earnings	1,218,267.51
Net Income	99,717.50
Total Equity	1,317,985.01
TOTAL LIABILITIES & EQUITY	1,318,125.01

# 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 February 2024

	Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	322.41	250.00	72.41	128.96%
Sales Tax Revenue	15,286.97	16,698.80	(1,411.83)	91.55%
Total Income	15,609.38	16,948.80	(1,339.42)	92.1%
Gross Profit	15,609.38	16,948.80	(1,339.42)	92.1%
Expense				
Accounting Services	715.00	550.00	165.00	130.0%
Advertising Expense	64.30	420.00	(355.70)	15.31%
Comp. for Commissioners	750.00	750.00	0.00	100.0%
Funding	0.00	4,166.67	(4,166.67)	0.0%
Legal Counsel	1,200.00	1,200.00	0.00	100.0%
Service Agreement	6,658.33	6,658.33	0.00	100.0%
Total Expense	9,387.63	13,745.00	(4,357.37)	68.3%
Net Ordinary Income	6,221.75	3,203.80	3,017.95	194.2%
et Income	6,221.75	3,203.80	3,017.95	194.2%

# 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 February 2024

	***			
	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense		QUID		
income				
Interest	676.73	500.00	176.73	135.35%
Sales Tax Revenue	33,606.41	32,306.38	1,300.03	104.02%
Total Income	34,283.14	32,806.38	1,476.76	104.5%
Gross Profit	34,283.14	32,806.38	1,476.76	104.5%
Expense				
<b>Accounting Services</b>	1,215.00	1,100.00	115.00	110.46%
Advertising Expense	128.60	840.00	(711.40)	15.31%
Comp. for Commissioners	1,500.00	1,500.00	0.00	100.0%
Funding	4,237.25	8,333.34	(4,096.09)	50.85%
Legal Counsel	2,400.00	2,400.00	0.00	100.0%
Postage	65.66	40.00	25.66	164.15%
Service Agreement	13,316.66	13,316.66	0.00	100.0%
Total Expense	22,863.17	27,530.00	(4,666.83)	83.05%
Net Ordinary Income	11,419.97	5,276.38	6,143.59	216.44%
let income	11,419.97	5,276.38	6,143.59	216.44%

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

February 2024

	Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense		***************************************		-
Income				
Interest	2,546.52	2,300.00	246.52	110.72%
Sales-Revenue				
<b>Alcohol Sales-Mixed Drinks</b>	0.00	971.70	(971.70)	0.0%
Refunds/Returns	(160.00)	0.00	(160.00)	100.0%
Sales-Revenue - Other	38,130.30	36,829.00	1,301.30	103.53%
Total Sales-Revenue	37,970.30	37,800.70	169.60	100.45%
Sales Tax Revenue	15,286.97	16,698.80	(1,411.83)	91.55%
Total Income	55,803.79	56,799.50	(995.71)	98.25%
Gross Profit	55,803.79	56,799.50	(995.71)	98.25%
Expense	•	•	*	00.2070
Alcohol Expense	722.20	0.00	722.20	100.0%
Bank Service Fees	187.77	274.93	(87.16)	68.3%
<b>Building Alarm System</b>	147.61	147.61	0.00	100.0%
Cable TV	184.22	184.22	0.00	100.0%
Cleaning Service	957.58	1,441.00	(483.42)	66.45%
Contract Labor	1,817.50	3,706.00	(1,888.50)	49.04%
Dues & Memberships	175.00	325.00	(150.00)	53.85%
Health Insurance	1,213.43	1,213.43	0.00	100.0%
Internet	323.95	333.45	(9.50)	97.15%
Labor Expenses	13,413.69	13,436.67	(22.98)	99.83%
Laundry Expense	2,814.15	4,500.00	(1,685.85)	62.54%
Linen & Supplies	345.83	0.00	345.83	100.0%
Mileage Reimbursement	117.79	36.63	81.16	321.57%
Office Expense	265.56	587.53	(321.97)	45.2%
Pest Control Expense	131.26	65.63	65.63	200.0%
Repairs & Maintenance	8,862.98	10,200.00	(1,337.02)	86.89%
Supplies	1,726.61	1,909.67	(183.06)	90.41%
Telephone Expense	256.23	106.18	150.05	241.32%
Trash Pickup	0.00	373.06	(373.06)	0.0%
Utilities	6,095.31	2,644.72	3,450.59	230,47%
Website	59.95	59.95	0.00	100.0%
Total Expense	39,818.62	41,545.68	(1,727.06)	95.84%
let Ordinary Income	15,985.17	15,253.82	731.35	104.8%
Income	15,985.17	15,253.82	731.35	104.8%

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

	Jan - Feb 24	Budget	\$ Over Budget	0/ of Dead-of
Ordinary Income/Expense	0811-16024	Budget	\$ Over Budget	% of Budget
Income				
Interest	E 224 02	4 000 00	<b></b>	
Sales-Revenue	5,321.93	4,600.00	721.93	115.69%
Alcohol Sales-Beer/Wine	4 804 74			
Alcohol Sales-Mixed Drinks	1,581.71	0.00	1,581.71	100.0%
Refunds/Returns	419.87	971.70	(551.83)	43.21%
Sales-Revenue - Other	(160.00)	0.00	(160.00)	100.0%
Total Sales-Revenue	88,931.13	86,829.00	2,102.13	102.42%
Sales Tax Revenue	90,772.71	87,800.70	2,972.01	103.39%
	33,606.41	32,306.38	1,300.03	104.02%
Total Income	129,701.05	124,707.08	4,993.97	104.01%
Gross Profit	129,701.05	124,707.08	4,993.97	104.01%
Expense				
Alcohol Expense	1,759.84	1,000.00	759.84	175.98%
Bank Service Fees	1,543.99	1,102.93	441.06	139.99%
Building Alarm System	295.22	295.22	0.00	100.0%
Cable TV	368.44	368.44	0.00	100.0%
Cleaning Service	1,780.08	2,882.00	(1,101.92)	61.77%
Contract Labor	4,865.50	7,706.00	(2,840.50)	63.14%
Dues & Memberships	175.00	325.00	(150.00)	53.85%
Health Insurance	2,426.86	2,426.86	0.00	100.0%
Internet	647.90	666.90	(19.00)	97.15%
Labor Expenses	26,716.99	26,965.66	(248.67)	99.08%
Laundry Expense	2,814.15	4,500.00	(1,685.85)	62.54%
Linen & Supplies	572.58	217.00	355.58	263.86%
Mileage Reimbursement	117.79	73.26	44.53	160.78%
Office Expense	925.87	1,087.53	(161.66)	85.14%
Pest Control Expense	131.26	131.26	0.00	100.0%
Repairs & Maintenance	11,033.67	12,500.00	(1,466.33)	88.27%
Supplies	2,708.08	4,390.36	(1,682.28)	61.68%
Telephone Expense	363.98	213.04	150.94	170.85%
Trash Pickup	0.00	646.12	(646.12)	0.0%
Utilities	11,091.44	15,172.52	(4,081.08)	73.1%
Website	119.90	119.90	0.00	100.0%
Total Expense	70,458.54	82,790.00	(12,331.46)	85.11%
let Ordinary Income	59,242.51	41,917.08	17,325.43	141.33%
Other Income/Expense			,	7.47.0070
Other Expense				
Capital Expenditures	7,638.51	7,638.51	0.00	100.0%
Total Other Expense	7,638.51	7,638.51	0.00	100.0%
Net Other Income	(7,638.51)	(7,638.51)	0.00	100.0%
Income	51,604.00	34,278.57	17,325.43	150.54%

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

Feb 24	Büdget	\$ Over Budget	% of Budget
1,480.16	1,200.00	280.16	123,35%
15,286.97	16,698.80	(1,411.83)	91.55%
16,767.13	17,898.80	(1,131.67)	93.68%
16,767.13	17,898.80	(1,131.67)	93.68%
16,767.13	17,898.80	(1,131.67)	93.68%
16,767.13	17,898.80	(1,131.67)	93.68%
	1,480.16 15,286.97 16,767.13 16,767.13	1,480.16 1,200.00 15,286.97 16,698.80 16,767.13 17,898.80 16,767.13 17,898.80 16,767.13 17,898.80	1,480.16     1,200.00     280.16       15,286.97     16,698.80     (1,411.83)       16,767.13     17,898.80     (1,131.67)       16,767.13     17,898.80     (1,131.67)       16,767.13     17,898.80     (1,131.67)

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

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	3,087.12	2,400.00	687.12	128.63%
Sales Tax Revenue	33,606.41	32,306.38	1,300.03	104.02%
Total Income	36,693.53	34,706.38	1,987.15	105.73%
Gross Profit	36,693.53	34,706.38	1,987.15	105.73%
Net Ordinary Income	36,693.53	34,706.38	1,987.15	105.73%
Net Income	36,693.53	34,706.38	1,987.15	105.73%

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

February 13, 2024 to March 12, 2024

October 1, 2013 to February 12, 2024

888,147

	Date(s)	# of Attendees	
Rhea Lana's Consignment Sale	2/11-2/25/2024	3,000	
AR Connections Academy	2/27-2/29/2024	60	
Saline County Gun & Knife Show	3/1-3/3/2024	2,500	
Benton Chamber Banquet	3/4-3/5/2024	900	
Benton Home Show	3/7-3/9/2024	1400	
Key Surprise Party	3/10/2024	90	
New Beginning Banquet	3/11/2024	730	
Entergy Safety Meeting	3/12/2024	200	
Paradigm Pipeline Safety Class	3/12/2024	40	

# of Events: 9

TOTAL:

8,920

TOTAL:

897,067