

# **Benton Advertising & Promotion Commission**

## **Agenda**

**October 19, 2022**

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

**I. Call to Order**

<b>II. Roll Call</b>	<b>Present</b>	<b>Absent</b>
Steve Brown	_____	_____
Alison Burch	_____	_____
Bill Eldridge	_____	_____
Elgin Hamner IV	_____	_____
Steve Lee	_____	_____
Luke Moody	_____	_____

**III. Reading of Civil Statement**

**IV. Minutes from September Meetings**

**V. Financial Reports**

A. Profit and Loss Reports – Jordan Woolbright

B. Bank Balances and Collections Report – Mandy Spicer

**VI. Administrative**

Delinquency Report – Mandy Spicer

**VII. Funding Request**

None

**VIII. Report from Benton Event Center – Nikki Chumley**

**IX. Old Business**

A. BEC Cleaning Service – Nikki Chumley

B. Surveyor – Bill Eldridge

C. Commissioner Term Expiration – Bill Eldridge

**X. New Business**

None

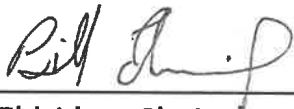
**XI. Other Business**

**XII. Adjournment**

BENTON ADVERTISING AND PROMOTION COMMISSION  
MINUTES

September 14, 2022

At 3:48 pm on September 14, 2022, Chairman Bill Eldridge announced the scheduled meeting of the Benton Advertising and Promotion Commission was cancelled due to a lack of quorum.



Bill Eldridge, Chairman



Amy McCormick, Recording Secretary

**BENTON ADVERTISING & PROMOTION COMMISSION**  
**Minutes of Special Called Meeting**  
**September 22, 2022**

I. CALL TO ORDER

Chairman Bill Eldridge called the special called meeting of the Benton Advertising & Promotion Commission to order on September 22, 2022 at 3:35 pm at the Benton Municipal Complex in Council Chambers.

II. ROLL CALL

Commissioners in attendance included: Bill Eldridge, Steve Brown, Alison Burch, Brandi Crabtree, Elgin Hamner IV, Steve Lee and Luke Moody. No one was absent.

III. CIVIL STATEMENT

Bill Eldridge read the city's Civil Statement.

IV. MINUTES

Steve Lee made a motion to approve the minutes of the August 10, 2022 meeting. Alison Burch seconded. Motion carried.

V. FINANCIAL REPORTS

Financial reports were presented by Jordan Woolbright. The A&P Commission bank accounts show the following reconciled balances as of August 30, 2022:

Bank OZK – Focus Group Project	\$135,615.44
Bank OZK – A&P	\$59,522.95
Bank OZK – Event Center	\$362,899.29
Bank OZK – Savings	<u>\$239,117.64</u>
Total Checking/Savings	\$797,155.32

A&P profit and loss statement: for the month of August 2022 total income of \$17,173.52 and total expenses of \$14,048.47 resulting in net income of \$3,125.05. For the year to date as of August 2022 total income of \$122,054.41, total operating expenses of \$82,299.41 and capital expenditures of \$75,000.00 resulting in a net loss of (\$35,245.00).

Event Center profit and loss statement: for the month of August 2022 total income of \$56,672.91, total operating expenses of \$35,765.09 and capital expenditures of \$55,037.51 resulting in a net loss of (\$34,129.69). The capital expenditure was the purchase and installation of new projectors. For the year to date as of August 2022 total income of \$426,651.14, total operating expenses of \$296,836.14 and capital expenditures of \$276,242.25 resulting in a net loss of (\$146,427.25).

Focus Group profit and loss statement: for the month of August 2022 total income of \$17,176.53 and total expenses of \$0 resulting in net income of \$17,176.53. For the year to date as of August 2022 total income of \$122,060.67 and total expenses of \$0 resulting in net income of \$122,060.67.

City of Benton Financial Officer Mandy Spicer presented the bank account report with the following balances as of August 30, 2022:

A&P Collections General	\$378.56
Bond Account	Closed
A&P Large Project Checking	\$1,344,975.62
A&P Small Project Checking	\$236,621.72
A&P General Operating Checking	\$62,311.35
Benton Focus Group Checking	\$135,615.44
Benton Event Center Gen Operating Checking	\$432,903.24
Benton Event Center Savings	<u>\$239,117.64</u>
	\$2,451,923.57

- VI. Collections received in the month of August 2022 were \$170,989.88 which is 7% higher than collections in August 2021. Below are the amounts collected in August of this year along with August of the previous three years:

August 2022 Collections	\$170,989.88
August 2021 Collections	\$160,523.11
August 2020 Collections	\$134,831.92
August 2019 Collections	\$131,093.40

There are currently eight delinquencies and all are expected to pay within the next 30 days. Janice is doing a great job reaching out to the organizers of special events and festivals to make sure participating food trucks are aware of the A&P tax.

Steven Brown made a motion to accept the financial reports as presented. Elgin Hamner IV seconded. Motion carried.

VII. FUNDING REQUEST

Old Fashioned Day

A funding application from the Senior Adult Center for Old Fashioned Day for \$5,000 has been submitted and this is the second reading. Sherry Parsons was present on behalf of Old Fashioned Day. After reviewing the application, Steve Lee made a motion to approve \$5,000 in funding. Luke Moody seconded. Motion carried.

VIII. REPORT FROM BENTON EVENT CENTER

Director Nikki Chumley reported that 13 events have been held in the building since the last A&P meeting, including a 2-week children's consignment sale and three other multiple day events. The sports card and memorabilia show had its largest show ever with 500 attendees.

IX. OLD BUSINESS

- A. Benton Event Center Cleaning Service – After the last A&P meeting, Luke Moody contacted the people he mentioned who might be interested in providing cleaning services. Unfortunately, none of them were a viable option. Nikki explained that finding a reliable part-time independent contractor for cleaning at odd hours of the day has been very difficult. She believes hiring a cleaning service would be more reliable at this point. Nikki reached out to four companies to request bids to clean the bathrooms, lobby area and kitchen on a multiple times per week schedule provided to the vendor at the beginning of the month. The event center will continue to provide cleaning supplies. Following are the bids she received:

Cleaning With Pride	\$35.00 per hour / per person
First Impressions	\$32.00 per hour / per person
Hog Wild Services	\$137.50 per hour / no person limit
KJ's Cleaning Crew	Passed due to present work load

Mayor Tom Farmer consulted with City Attorney Baxter Drennon who said hiring a cleaning service needs to go through the City's formal bid process. Nikki will work with Mandy Spicer to complete the bid forms.

- B. Retail Strategies – Gary James reported that meetings with representatives from Retail Strategies continue to complete the initial research of the city to determine the next steps in recruiting businesses.

X. NEW BUSINESS

- A. Commissioner Term Expiration – Amy McCormick informed the commissioners that one of the hospitality/restaurant representative terms expires in October 2022. As required, an ad has been running in the Saline Courier advertising the vacancy to be filled with the deadline of October 22, 2022. The information received from applicants will be presented to the commissioners at the October meeting and the approved candidate will be presented to the Benton City Council at its October meeting for a vote. If the candidate is approved, he/she will be sworn in at the November A&P meeting.
- C. Survey for Potential Land Purchase – Bill Eldridge explained that there is approximately 600 acres of land on the northeast corner of exit 114 along the river that could be a possible location for a RV park but a survey needs to be performed to determine the viability of the land. Luke Moody made a motion to issue a bid request for a surveyor to perform a survey of the approximately 600 acres of land located on the northeast corner of exit 114. Alison Burch seconded. Motion carried.

XI. OTHER BUSINESS

None.

XII. ADJOURNMENT

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

  
\_\_\_\_\_  
Bill Eldridge, Chairman

  
\_\_\_\_\_  
Amy McCormick, Recording Secretary

**Benton A&P Commission**  
**Statement of Assets, Liabilities & Equity-Modified Cash Basis**  
**Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted**  
**As of September 30, 2022**

	<u>Sep 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank OZK - Focus Group Project	151,015.56
Bank OZK - A&P	38,938.24
Bank OZK - Event Center	382,864.68
Bank OZK - Savings	239,156.16
<b>Total Checking/Savings</b>	<u>811,974.64</u>
<b>Total Current Assets</b>	<u>811,974.64</u>
<b>TOTAL ASSETS</b>	<u><u>811,974.64</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Sales Tax Payable	430.24
<b>Total Other Current Liabilities</b>	<u>430.24</u>
<b>Total Current Liabilities</b>	<u>430.24</u>
<b>Total Liabilities</b>	430.24
<b>Equity</b>	
Retained Earnings	856,449.90
Net Income	(44,905.50)
<b>Total Equity</b>	<u>811,544.40</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>811,974.64</u></u>

**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**  
**September 2022**

	<u>Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	1.98	5.30	(3.32)	37.36%
Sales Tax Revenue	15,394.48	15,000.00	394.48	102.63%
Total Income	15,396.46	15,005.30	391.16	102.61%
Gross Profit	15,396.46	15,005.30	391.16	102.61%
Expense				
Accounting Services	225.00	225.00	0.00	100.0%
Advertising Expense	586.30	104.00	482.30	563.75%
Funding	27,761.54	3,333.34	24,428.20	832.85%
Legal Counsel	750.00	750.00	0.00	100.0%
Service Agreement	6,658.33	6,658.33	0.00	100.0%
Total Expense	35,981.17	11,070.67	24,910.50	325.01%
Net Ordinary Income	(20,584.71)	3,934.63	(24,519.34)	(523.17%)
Net Income	<u>(20,584.71)</u>	<u>3,934.63</u>	<u>(24,519.34)</u>	<u>(523.17%)</u>

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.



**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 September 2022**

	<u>Jan - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest	16.50	39.47	(22.97)	41.8%
Sales Tax Revenue	137,434.37	130,500.00	6,934.37	105.31%
<b>Total Income</b>	<u>137,450.87</u>	<u>130,539.47</u>	<u>6,911.40</u>	<u>105.29%</u>
<b>Gross Profit</b>	137,450.87	130,539.47	6,911.40	105.29%
<b>Expense</b>				
Accounting Services	2,125.00	2,025.00	100.00	104.94%
Advertising Expense	1,276.60	1,009.70	266.90	126.43%
Funding	45,182.81	30,000.00	15,182.81	150.61%
Legal Counsel	6,750.00	6,750.00	0.00	100.0%
Miscellaneous	2,966.58	0.00	2,966.58	100.0%
Office Expense	27.34	0.00	27.34	100.0%
Postage	27.28	0.00	27.28	100.0%
Service Agreement	59,924.97	59,924.97	0.00	100.0%
<b>Total Expense</b>	<u>118,280.58</u>	<u>99,709.67</u>	<u>18,570.91</u>	<u>118.63%</u>
<b>Net Ordinary Income</b>	19,170.29	30,829.80	(11,659.51)	62.18%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Capital Expenditures	75,000.00	75,000.00	0.00	100.0%
<b>Total Other Expense</b>	<u>75,000.00</u>	<u>75,000.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Other Income</b>	<u>(75,000.00)</u>	<u>(75,000.00)</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u>(55,829.71)</u>	<u>(44,170.20)</u>	<u>(11,659.51)</u>	<u>126.4%</u>

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.

**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**  
**September 2022**

	<u>Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
Income				
Interest	54.00	41.29	12.71	130.78%
Sales-Revenue				
Alcohol Sales-Beer/Wine	640.52	1,528.68	(888.16)	41.9%
Alcohol Sales-Mixed Drinks	279.42	604.06	(324.64)	46.26%
Refunds/Returns	(240.00)	0.00	(240.00)	100.0%
Sales-Revenue - Other	39,773.03	34,000.00	5,773.03	116.98%
Total Sales-Revenue	40,452.97	38,132.74	4,320.23	111.96%
Sales Tax Revenue	15,394.48	15,000.00	394.48	102.63%
Total Income	55,901.45	51,174.03	4,727.42	109.24%
Gross Profit	55,901.45	51,174.03	4,727.42	109.24%
Expense				
Alcohol Expense	0.00	522.38	(522.38)	0.0%
Bank Service Fees	408.85	462.97	(54.12)	88.31%
Building Alarm System	0.00	40.00	(40.00)	0.0%
Cable TV	175.70	175.70	0.00	100.0%
Contract Labor	3,271.50	3,530.00	(258.50)	92.68%
Fire Alarm System	147.60	71.10	76.50	207.6%
Health Insurance	1,005.27	1,005.27	0.00	100.0%
Internet	254.16	410.92	(156.76)	61.85%
Labor Expenses	18,224.13	18,264.82	(40.69)	99.78%
Laundry Expense	0.00	600.00	(600.00)	0.0%
Mileage Reimbursement	0.00	45.00	(45.00)	0.0%
Office Expense	247.70	0.00	247.70	100.0%
Pest Control Expense	65.63	65.63	0.00	100.0%
Repairs & Maintenance	3,139.19	3,100.00	39.19	101.26%
Supplies	969.42	1,400.00	(430.58)	69.24%
Telephone Expense	231.83	281.00	(49.17)	82.5%
Trash Pickup	290.05	252.00	38.05	115.1%
Utilities	7,584.75	5,300.00	2,284.75	143.11%
Website	59.95	59.95	0.00	100.0%
Total Expense	36,075.73	35,586.74	488.99	101.37%
Net Ordinary Income	19,825.72	15,587.29	4,238.43	127.19%
Net Income	19,825.72	15,587.29	4,238.43	127.19%

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.

**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**  
**January through September 2022**

	<u>Jan - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
Income				
Interest	308.06	435.57	(127.51)	70.73%
Sales-Revenue				
Alcohol Sales-Beer/Wine	7,553.79	7,742.71	(188.92)	97.56%
Alcohol Sales-Mixed Drinks	3,657.07	2,835.91	821.16	128.96%
Refunds/Returns	(587.00)	0.00	(587.00)	100.0%
Sales-Revenue - Other	334,186.30	240,000.00	94,186.30	139.24%
Total Sales-Revenue	344,810.16	250,578.62	94,231.54	137.61%
Sales Tax Revenue	137,434.37	130,500.00	6,934.37	105.31%
Total Income	482,552.59	381,514.19	101,038.40	126.48%
Gross Profit	482,552.59	381,514.19	101,038.40	126.48%
Expense				
Advertising Expense	2,174.20	2,000.00	174.20	108.71%
Alcohol Expense	4,534.54	5,367.53	(832.99)	84.48%
Alcohol Permit Expense	3,500.00	3,500.00	0.00	100.0%
Bank Service Fees	4,267.92	3,855.24	412.68	110.7%
Building Alarm System	147.60	770.00	(622.40)	19.17%
Cable TV	1,580.58	1,581.30	(0.72)	99.95%
Contract Labor	30,621.41	29,412.00	1,209.41	104.11%
Dues & Memberships	325.00	823.62	(498.62)	39.46%
Fire Alarm System	2,307.49	1,268.82	1,038.67	181.86%
Health Insurance	10,643.94	10,289.16	354.78	103.45%
Internet	3,290.66	3,698.28	(407.62)	88.98%
Labor Expenses	121,440.31	121,909.48	(469.17)	99.62%
Laundry Expense	8,095.34	4,400.00	3,695.34	183.99%
Linen & Supplies	1,361.17	1,600.00	(238.83)	85.07%
Mileage Reimbursement	413.31	405.00	8.31	102.05%
Office Expense	2,139.39	372.68	1,766.71	574.06%
Pest Control Expense	929.74	864.11	65.63	107.6%
Postage	0.00	77.13	(77.13)	0.0%
Repairs & Maintenance	57,364.86	41,597.00	15,767.86	137.91%
Supplies	15,484.76	14,050.00	1,434.76	110.21%
Telephone Expense	1,892.47	2,352.85	(460.38)	80.43%
Trash Pickup	2,433.23	2,366.00	67.23	102.84%
Utilities	55,069.50	47,700.00	7,369.50	115.45%
Website	2,829.50	579.50	2,250.00	488.27%
Total Expense	332,846.92	300,839.70	32,007.22	110.64%
Net Ordinary Income	149,705.67	80,674.49	69,031.18	185.57%
Other Income/Expense				
Other Expense				
Capital Expenditures	276,242.25	276,242.25	0.00	100.0%
Total Other Expense	276,242.25	276,242.25	0.00	100.0%
Net Other Income	(276,242.25)	(276,242.25)	0.00	100.0%
Net Income	<u>(126,536.58)</u>	<u>(195,567.76)</u>	<u>69,031.18</u>	<u>64.7%</u>

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.

**Benton A&P Commission**  
**Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis**  
**Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted**  
**September 2022**

	<u>Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	5.64	0.00	5.64	100.0%
Sales Tax Revenue	15,394.48	15,000.00	394.48	102.63%
Total Income	15,400.12	15,000.00	400.12	102.67%
Gross Profit	15,400.12	15,000.00	400.12	102.67%
Net Ordinary Income	15,400.12	15,000.00	400.12	102.67%
Net Income	15,400.12	15,000.00	400.12	102.67%

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.

**Benton A&P Commission**  
**Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis**  
**Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted**  
**January through September 2022**

	<u>Jan - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	26.42	0.00	26.42	100.0%
Sales Tax Revenue	137,434.37	130,500.00	6,934.37	105.31%
Total Income	137,460.79	130,500.00	6,960.79	105.33%
Gross Profit	137,460.79	130,500.00	6,960.79	105.33%
Net Ordinary Income	137,460.79	130,500.00	6,960.79	105.33%
Net Income	<u>137,460.79</u>	<u>130,500.00</u>	<u>6,960.79</u>	<u>105.33%</u>

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.

Benton Advertising & Promotion Commission Bank Account Balances  
9/31/2022

Account Name		Acct #	Reconciled Balance
<u>Cash Accounts:</u>			
A&P Collections General		***1584	1,402.13
Bond Account		***1592	CLOSED
A&P Large Project Checking	50%	***0318	1,422,003.62
A&P Small Project Checking	20%	***0348	267,420.53
A&P General Op Checking	10%	***3297	38,938.24
Benton Focus Group Checking	10%	***2274	151,015.56
Benton Event Center General Op Checking	10%	***2640	403,141.22
Benton Event Center Savings		***9832	239,156.16

TOTAL OPERATING CASH & INVESTMENTS

2,523,077.46

**BENTON ADVERTISING & PROMOTION  
COLLECTIONS - FY2022 - NET**

	Recd in Jan DEC	Recd in Feb JAN	Recd in Mar FEB	Recd in April MARCH	Recd in May APRIL	Recd in June MAY	Recd in July JUNE	Recd in Aug JULY	Recd in Sept AUGUST	Recd in Oct SEPT	Recd in Nov OCT	Recd in Dec NOV	TOTAL
<b>RESTAURANTS:</b>													
<b>TOTAL RESTAURANTS</b>	138,701.68	119,554.09	117,688.28	143,916.24	143,592.95	151,734.16	135,689.27	152,275.77	142,865.15	0.00	0.00	0.00	1,249,412.72
# of Businesses	80	77	79	76	81	82	77	79	79				
<b>FOOD TRUCKS:</b>													
<b>TOTAL FOOD TRUCKS</b>	868.56	490.17	462.81	719.15	789.03	1,166.55	698.89	1,057.12	724.77	0.00	0.00	0.00	7,241.80
# of Businesses	17	12	10	13	15	19	20	20	19				
<b>MOTEL &amp; HOTEL:</b>													
<b>TOTAL MOTEL &amp; HOTEL</b>	4,265.87	3,610.86	3,404.78	5,335.04	5,238.39	5,184.85	6,003.37	5,123.00	4,007.00	0.00	0.00	0.00	42,019.88
# of Businesses	8	9	8	8	9	8	9	8	9				
<b>CONVENIENCE STORE:</b>													
<b>TOTAL C-STORE</b>	2,508.52	2,363.47	1,981.29	2,561.47	2,863.60	3,311.01	2,951.18	3,572.16	3,363.88	0.00	0.00	0.00	25,476.58
# of Businesses	18	14	16	15	17	17	16	19	16				
<b>OTHER:</b>													
<b>TOTAL OTHER</b>	5,386.47	1,683.98	2,169.87	4,067.72	1,912.84	3,549.31	7,816.33	4,400.58	1,964.28	0.00	0.00	0.00	33,400.97
# of Businesses	7	8	8	10	6	8	11	10	12				
<b>GROCERY:</b>													
<b>TOTAL GROCERY</b>	2,364.82	1,935.59	2,223.46	2,059.58	2,413.53	3,073.28	1,309.22	4,561.25	2,275.88	0.00	0.00	0.00	23,427.30
# of Businesses	3	3	3	3	3	3	1	3	3				
<b>GRAND TOTALS</b>	154,095.92	129,638.16	127,990.49	158,659.20	156,810.34	168,019.16	154,468.26	170,989.88	155,200.96	0.00	0.00	0.00	1,380,979.25

2021 Collections	136,911.96	109,322.08	114,271.51	150,715.18	147,830.27	152,994.36	148,740.03	160,523.11	143,658.46	131,394.46	141,463.51	135,536.13
2020 Collections	127,256.22	117,613.40	111,444.38	105,889.39	97,678.07	123,024.71	115,292.01	134,831.92	126,876.64	119,983.38	129,755.98	109,901.21
2019 Collections	117,759.17	107,528.57	110,355.97	129,020.47	120,664.42	135,416.48	123,451.44	131,093.40	119,508.52	112,256.92	119,762.25	116,259.46
% increase from 2021 to 2022	13%	19%	12%	5.27%	6.07%	10%	4%	7%	8%	-100%	-100%	-100%

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

September 15, 2022 to October 18, 2022

October 1, 2013 to September 14, 2022

**734,893**

	<b>Date(s)</b>	<b># of Attendees</b>
ABA Ladies Retreat	9/16-9/17/2022	1,600
Oath Law Firm	9/20-9/21/2022	20
United Healthcare	9/21/2022	300
AR Village Quilt Show	9/22-9/24/2022	1,000
AAEA Leading PLC Districtwide Conference	9/26-9/27/2022	400
United Healthcare	9/27/2022	300
SC Gun & Knife Show	9/30-10/2/2022	2500
AR Attorney General Law Enforcement	10/4/2022	300
AAGEA Conference	10/5-10/6/2022	230
Nurses 40 under 40 Awards Luncheon	10/10/2022	360
Second Chance Ranch Banquet	10/11/2022	685
Chamber Bingo	10/12-13/2022	700
AR Genelological Society	10/14-10/15/2022	150
Chism Baby Shower	10/15/2022	30
Chenault Birthday Party	10/15/2022	50
Kopparapu Party	10/16/2022	250
Truth Tour	10/16/2022	275
Dean Baby Shower	10/16/2022	35
AAEA Conference	10/17-10/18/2022	250

**9,435**

**19 events**

**TOTAL: 744,328**



## **Benton Event Center- Cleaning Services RFP**

**Project scope: Cleaning of the Benton Event Center on a multiple times per week schedule provided to the vendor at the beginning of the month. Vendor will clean bathrooms, lobby area and kitchen.**

<b>1st Impressions</b>	<b>\$32.00 per hour</b>
<b>Bagby Co. Commercial</b>	<b>\$80.00 per hour</b>
<b>Billy's Janitorial Services</b>	<b>\$90.00 per hour</b>
<b>Jan-Pro of Arkansas</b>	<b>\$54.75 per hour</b>
<b>Oasis Facility Solutions</b>	<b>\$50.84 per hour</b>

*All prices are for a 2 man crew.*



# Official RFP Price Sheet

All applicants must fill out the form below, along with the appropriate authorized signatures.

	Price per Hour for a 2 man crew
Benton Event Center	\$32.00

Plus current Sales  
tax rate added to  
monthly billing

Upon signing this form, the applicant is acknowledging that all information provided in this RFP is true and will provide documentation requested.

Price given above is the final to the City of Benton and includes all taxes, overhead and profit to the bidder. The City of Benton reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

1st Impressions, LLC

Printed Name of Company

9423 Barbara Rd Alexander, AR 72002

Company Address

501 350 4250

Telephone Number

Fax Number

julie@arkansasjanitorialsupply.net

E-mail Address

Julie Caharin

Printed Name of Authorized Signature

10/12/22

Date

Julie Caharin

Authorized Signature

10/12/22

Date



## Official RFP Price Sheet

All applicants must fill out the form below, along with the appropriate authorized signatures.

	Price per Hour for a 2 man crew	
Benton Event Center	\$ 80. <sup>00</sup>	plus 9.375% tax

Upon signing this form, the applicant is acknowledging that all information provided in this RFP is true and will provide documentation requested.

Price given above is the final to the City of Benton and includes all taxes, overhead and profit to the bidder. The City of Benton reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

Bagby Co Commercial Janitorial, LLC  
Printed Name of Company

224 W Narrowway  
Company Address

501.672.0112  
Telephone Number

Fax Number

clean@bagby.co.com  
E-Mail Address

John J. Bagby Sr.  
Printed Name of Authorized Signature

10.12.22  
Date

John J. Bagby Sr.  
Authorized Signature

10.12.22  
Date



## Official RFP Price Sheet

All applicants must fill out the form below, along with the appropriate authorized signatures.

	Price per Hour for a 2 man crew
Benton Event Center	\$ 90.00

Upon signing this form, the applicant is acknowledging that all information provided in this RFP is true and will provide documentation requested.

Price given above is the final to the City of Benton and includes all taxes, overhead and profit to the bidder. The City of Benton reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

Billy's Janitorial Services, LLC

Printed Name of Company

423 Millie Sterrett St. Lake Village, AR 71653 (HC)

Company Address

(501) 737-4332 or (501) 817-2641

Telephone Number

N/A

Fax Number

Billy@billysjanitorialservices.com

E-Mail Address

Billy Bell

Printed Name of Authorized Signature

Date

Big Bee

Authorized Signature

Date



# Official RFP Price Sheet

All applicants must fill out the form below, along with the appropriate authorized signatures.

Per Event # 225.00 TAX 2138 Total # 246.38	Price per Hour for a 2 man crew
Benton Event Center	\$ 54.75 WITH TAX

Upon signing this form, the applicant is acknowledging that all information provided in this RFP is true and will provide documentation requested.

Price given above is the final to the City of Benton and includes all taxes, overhead and profit to the bidder. The City of Benton reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

Beedavis INC dba Jan-Pro of Arkansas

Printed Name of Company

9616 Marmelle BLVD North Little Rock, AR 72113

Company Address

501-503-9010

Telephone Number

Fax Number

douglas.sternweis@jan-pro.com

E-Mail Address

Douglas Sternweis

Printed Name of Authorized Signature

10/10/22

Date

Authorized Signature

10/10/22

Date



# Official RFP Price Sheet

All applicants must fill out the form below, along with the appropriate authorized signatures.

	Price per Hour for a 2 man crew
Benton Event Center	\$ 50.84

Upon signing this form, the applicant is acknowledging that all information provided in this RFP is true and will provide documentation requested.

Price given above is the final to the City of Benton and includes all taxes, overhead and profit to the bidder. The City of Benton reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

Oasis Facility Solutions, LLC  
Printed Name of Company

1100 E. Kiehl Ave. Ste 1A, Sherwood, AR 72120  
Company Address

501.436.9756  
Telephone Number

888.554.7606  
Fax Number

services@g0-ofs.com  
E-Mail Address

Michelle Summons  
Printed Name of Authorized Signature

10/13/2022  
Date

Michelle Summ  
Authorized Signature

10/13/2022  
Date



# Official RFP Price Sheet

All applicants must fill out the form below, along with the appropriate authorized signatures.

Price for Survey	\$ 73,784. <sup>00</sup>
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Upon signing this form, the applicant is acknowledging that all information provided in this RFP is true and will provide documentation requested.

Price given above is the final to the City of Benton and includes all taxes, overhead and profit to the bidder. The City of Benton reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

RASBERRY SURVEYING, LLC

Printed Name of Company

308 W. SOUTH ST., BENTON, AR 72015

Company Address

501-860-6893

Telephone Number

SAME

Fax Number

AARON@RAZSURVEY.COM

E-Mail Address

AARON RASBERRY

Printed Name of Authorized Signature

10-13-2022

Date

Authorized Signature

10-13-2022

Date



## Work Plan/Justification of Cost

October 13, 2022

### Surveying Services for the A&P Commission RFP

600 acres +/-

City of Benton

Saline County, Arkansas

The project consists of performing a Full Boundary Survey in Saline County, Arkansas. The project also includes division of Property into approximately 9 tracts, 8 of which will be purchase option tracts and 1 tract to be retained by the current landowner. This property consists of land in 6 different sections with approximately 94 adjoining land owners. All possible encroachments with adjoining lands will be noted on the plat of survey and dimensioned to the property lines. This survey will also require research of ARDOT plans of existing Right of Way for Highways. All work will be performed under the direct supervision by Aaron Rasbury, County Surveyor, State of Arkansas Professional Licensed Surveyor #1506

#### 1. River Boundaries

13,530 +/- feet of river boundary @ \$1.25 per foot

**\$16,912**

#### 2. Highway Right of Way Boundary

13,000 +/- feet of Right of Way boundary @ \$0.40 per foot

**\$5,200**

#### 3. Boundary along private land owners

19,200 +/- feet of Boundary along approximately 94 different parcels @ \$0.75 per foot

**\$14,400**

#### 4. Adjoining parcels (Deeds and Plats Research)

94 parcels @\$150 **\$14,100**





Attachment A

**5. Section Ties**

31,680 +/- feet @\$0.40 per foot

\$12,672

**5. Professional Surveyor (research and boundary computation)**

60 Hours @ \$125 per hour

\$7,500

**6. Plat Drafting and Property description preparation**

40 hours @ \$75 per hour

\$ 3,000

# F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

1

## 21. TITLE AND LOCATION (City and State)

Boundary Retracement Survey/Division

## 22. YEAR COMPLETED

PROFESSIONAL SERVICES  
ongoing

CONSTRUCTION (if Applicable)

## 23. PROJECT OWNER'S INFORMATION

### a. PROJECT OWNER

Exit 114 Properties, LLC

### b. POINT OF CONTACT NAME

Mr. Dan Moudy

### c. POINT OF CONTACT TELEPHONE NUMBER

(501) 840-2020

## 24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Rasburry Surveying, LLC. Was contracted to perform a boundary retracement survey and division of approximately 520 acres. The first division was for the sale to Saline County for a Career and Technical Campus. The second division was for Benton School District, and for a new City of Benton fire station. The most recent division (2022) was for the sale to the City of Benton



Rasburry Surveying performed research including County Circuit Clerk to obtain any information and deeds before commencing with the project. GLO plats and notes were obtained and studied, boundary surveys from previous surveyors, local surveyors, and those that filed at the State Land Surveyors Office were also obtained. ARDOT records and Right of Way plats were also obtained for the Highway boundary

Horizontal control was established by GPS static and RTK. Geodetic control was established with Trimble R-10 GPS receivers. Control monuments were set throughout the project for future surveying projects on this site. A plat of survey was prepared showing all of the dimensions and area of the tract, any observed evidence of encroachments, a meets and bounds description was prepared for each tract. All corners of subdivided tracts were monumented with #5 rebar, 24 inches in diameter, with plastic cap (RASBURY SURVEYING, LLC, JAMES A. RASBURY, PLS 1506).

All work was performed directly under the responsible charge of a Professional Land Surveyor licensed in Arkansas



## 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. Rasburry Surveying, LLC	308 W. South St. Benton, AR 72015	Boundary Retracement/Rehabilitation/Division



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT NUMBER</b>  2
<b>21. TITLE AND LOCATION (City and State)</b> Boundary Retracement Survey/Division		<b>22. YEAR COMPLETED</b> PROFESSIONAL SERVICES 2020
<b>23. PROJECT OWNER'S INFORMATION</b>		
a. PROJECT OWNER Resource Management	b. POINT OF CONTACT NAME Mr. Randy Thomas	c. POINT OF CONTACT TELEPHONE NUMBER (601) 416-8201
<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)</b>		

Rasburry Surveying, LLC, was contracted to perform a boundary retracement survey and division of approximately 2300 acres to be so to approximately 18 individuals for investment and development purposes.



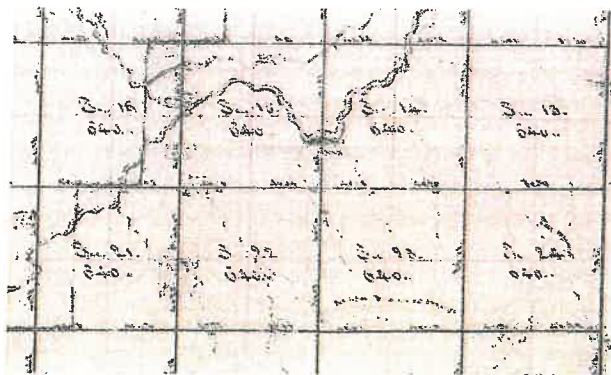
Rasburry Surveying performed extensive research with the timber company and adjoining property owners, as well as the County Circuit Clerk to obtain any information on deeds before commencing with the project. GLO plats and notes were obtained and studied, boundary surveys from previous surveyors, local surveyors, and those that filed with the State Land Surveyors Office were also obtained.

Primary Horizontal control was established by GPS static and RTK with Trimble R-10 GPS receivers. Control monuments were set throughout the project for future surveying projects on this site. All boundaries in wooded areas were with total stations, traverse loop were closed and adjusted.

The overall boundaries were established and then divided according to the contract of sale. A plat of survey was prepared showing all of the dimensions and area of the tracts, any observed evidence of encroachments, a meets and bounds description. All corners of subdivided tracts were monumented with #5 rebar, 24 inches in diameter, with plastic cap (RASBURY SURVEYING, LLC, JAMES A. RASBURY, PLS 1506).

All new boundary lines of the Division Tract were blazed and painted with orange Nelson tree marking paint and/or metal t-posts where trees were not available.

All work was performed directly under the responsible charge of a Professional Land Surveyor licensed in Arkansas.



<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>		
a. (1) FIRM NAME Rasburry Surveying, LLC	(2) FIRM LOCATION (City and State) 308 W. South St. Benton, AR 72015	(3) ROLE Boundary Retracement/Rehabilitation/Division





## **Rasburry Equipment List**

### **Vehicle and Transportation**

- 2017 GMC Sierra 1500 4x4
- 2019 GMC Z71 Sierra 1500
- (2) 2021 GMC Z71 Sierra 1500
- 2022 Ford F250 4x4
- 2009 Yamaha Rhino side by side
- 2019 can am defender
- Xpress flatbottom boat with 15 hp motor and trolling motor
- 159 Old Towne canoe

### **Surveying Equipment**

- (4) Topcon GPT 3005 Total Station with reflectorless capabilities. SN: 440680 SN:441882
- Leica TS 02 Total Station with reflectorless capabilities. SN: 622130
- (2) Trimble R12i GPS receivers with TSC7 and TSC 5 data collectors
- (6) Trimble R10 GPS receivers with (3) TSC3 collectors
- (3) Trimble TSC3 Controller. SN:RS3NC77732
- (4) Carlson Data Collectors SN:158192, SN:179814, SN:207620, SN:173258 (All equipped with SDMS software)
- Nikon AS2 Automatic Level. SN: 622130
- (2) Leica GS 10 Digital Level. SN: 700944 SN:

### **Computer and Printing Equipment**

- (4) Dell Desktop Computers
- (2) Dell Inspiron Laptop Computers
- HP DesignJet T2530
- HP DesignJet T770
- Downloadable Subscription of Bentley Open Roads Software (Version 8.11 SS2 is discontinued)
- AutoCAD Civil 3D 2022
- Trimble Business Center
- Carlson Civil Suite



# CERTIFICATE OF LIABILITY INSURANCE

RASBSUR-01

CAROL ALEXANDER

DATE (MM/DD/YYYY)  
10/13/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.

PRODUCER  
NFP Property & Casualty Services, Inc.  
P.O. Box 49  
Benton, AR 72018

CONTACT **Carol Alexander**  
PHONE (A/C, No Ext): **(501) 778-8162** FAX (A/C, No Ext): **(501) 778-0533**  
E-MAIL ADDRESS: **carol.alexander@nfp.com**

INSURED

Rasberry Surveying, LLC  
308 W. South St  
Benton, AR 72015

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: <b>Nationwide Mutual Insurance Company</b>	<b>23787</b>
INSURER B: <b>Cameron Mutual Insurance Company</b>	<b>15725</b>
INSURER C: <b>Ohio Security Insurance Company</b>	<b>24082</b>
INSURER D: <b>Allied World Specialty Insurance Company</b>	<b>16524</b>
INSURER E:	
INSURER F:	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADDL. INFO	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
<b>A</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> Contractual Liability  <input checked="" type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		6PP0000027569J	12/6/2021	12/6/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (A or B or C) \$ 5,000 PERSONAL & ADJ INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPAIR & CO \$ 2,000,000
<b>B</b> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CA_800852_7	12/6/2021	12/6/2022	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
<b>C</b> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (If yes, describe under DESCRIPTION OF OPERATIONS below) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		XWS2355997492	2/25/2022	2/25/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - FA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
<b>D</b> <b>E&amp;O/Professional Liab</b>		0365515638XGND4220	4/20/2022	4/20/2023	\$1,000/\$2,000 Ded. \$ 1,000,000
<b>D</b> <b>E&amp;O/Professional Liab</b>		03055156	4/20/2021	4/20/2022	Aggregate \$ 1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 104, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

City of Benton  
114 S. East Street  
Benton, AR 72015

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Paul Chilton