



Mayor Tab Townsell

City Attorney Michael Murphy

City Clerk/Treasurer Michael O. Garrett

Aldermen

Ward 1 Position 1 – Andy Hawkins  
Ward 1 Position 2 – David Grimes  
Ward 2 Position 1 – Mark Vaught  
Ward 2 Position 2 – Shelley Mehl  
Ward 3 Position 1 – Jack Bell  
Ward 3 Position 2 – Mary Smith  
Ward 4 Position 1 – Theodore Jones, Jr.  
Ward 4 Position 2 – Shelia Whitmore

City of Conway

5:30pm Committee Meeting –

Discussion of Upcoming Girl's Softball Complex Bid

&

Discussion of Faulkner County Voluntary Animal Welfare Services Agreement

6:30pm -- Council Meeting

Courtroom in District Court Building

810 Parkway, Conway, AR 72034

April 8<sup>th</sup>, 2008

1. **Call to Order**
2. **Roll Call**
3. **Minutes:** March 25<sup>th</sup>, 2008
4. **Recognition of Guests:**
5. **Public Hearings:**
6. **Report of Standing Committees:**
  - A. **Economic Development Committee (Airport, Conway Corporation, Conway Development Corporation)**
    1. Ordinance appropriating funds for expenditures associated with the new airport.
  - B. **Community Development Committee (Planning, Zoning, Permits, Community Development, Historic District, Streets, & Conway Housing Authority)**
    1. Resolution setting a public hearing for April 22, 2008 to discuss the closing of an easement in Runaway Park Subdivision.
    2. Resolution ordering the removal of a dilapidated structure on property on 2321 Washington Avenue.
    3. Consideration of a request by the Conway Downtown Post office for the City to provide additional parking signage.
  - C. **Public Service Committee (Sanitation, Parks & Recreation, & Physical Plant)**
    1. Ordinance appropriating revenue funds to the Conway Sanitation Department to repair the D6 Cat Dozer.

**D. Public Safety Committee (Police, CEOC, IT Technology, Fire, Dist. Court & City Att., & Animal Control)**

1. Consideration of bids to purchase turnout gear for the CFD.
2. Ordinance authorizing District Court to disburse certain fines and fees directly to Faulkner County on behalf of the City.
3. Ordinance waiving bids & providing sole source vendor status for tasers and taser cartridges for the CPD.
4. Consideration of entering into an agreement with Southwest Solutions Group & utilizing US communities to purchase a Spacesaver high density system for the Conway Police Department.

**E. Finance**

1. Resolution requiring an audit of the accounting records for the City of Conway.
2. Consideration of a letter to engage Jeffrey, Phillips, Mosley, & Scott to conduct annual financial audit.

**7. Old Business**

**8. New Business**

**Adjournment**



**City of Conway, Arkansas**  
**Ordinance No. O-08-\_\_\_\_\_**

**AN ORDINANCE APPROPRIATING FUNDS FOR AIRPORT EXPENDITURES; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Conway will incur expenses related to the new airport site related to conducting a public hearing, purchasing supplies, publishing requests for quotations for consultants and appraisers, consultant fees, and other related costs which have not previously been provided for in the City's 2008 budget;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS:**

**Section 1.** The City shall hereby appropriate funds not to exceed \$20,000 for supplies, consulting fees, legal notices and other operating expenses of the Airport Department (01.122.767) from the general fund balance appropriation account (01.190) for costs related to the airport relocation.

**Section 2.** This ordinance is necessary for the protection of the public peace, health and safety; an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

**Section 3.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 8<sup>th</sup> day of April, 2008.

**APPROVED:**

\_\_\_\_\_  
**Mayor Tab Townsell**

**ATTEST:**

\_\_\_\_\_  
**Michael O. Garrett**  
**City Clerk/Treasurer**



**City of Conway, Arkansas**  
**Resolution No. R-08- \_\_\_\_\_**

**A RESOLUTION SETTING A PUBLIC HEARING TO DISCUSS THE CLOSING OF AN EASEMENT  
 LOCATED IN RUNWAY PARK SUBDIVISION**

**WHEREAS**, a petition has been filed with the City Council of the City of Conway, Arkansas by **Fred Langford** to abandon an (easement) located in the **Runway Park Subdivision** with the legal description as follows: 15' UTILITY EASEMENT BETWEEN LOT'S 1A AND 2A RUNWAY PARK SUBDIVISION LOT 1 REPLAT AS FILED IN PLAT BOOK J PAGE 60. ALSO THE 7.5' UTILITY EASEMENT ON THE EAST SIDE OF SAID LOTS; within the corporate limits of the City of Conway, Arkansas; and

**WHEREAS**, upon the filing of the petition with the City, the City shall set a date and time for a hearing before the City Council for consideration of the petition.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CONWAY, ARKANSAS;**

1. That the City Council shall hear said petition at its regular meeting to be held at District Court Building, 810 Parkway Street, Conway, Arkansas, on the 22<sup>nd</sup> day of April, 2008 at 6:30pm
2. That the City Clerk is hereby directed to publish notice of the filing of said petition and of said hearing for the time and in the manner prescribed by law.

**PASSED** this 8<sup>th</sup> day of April, 2008.

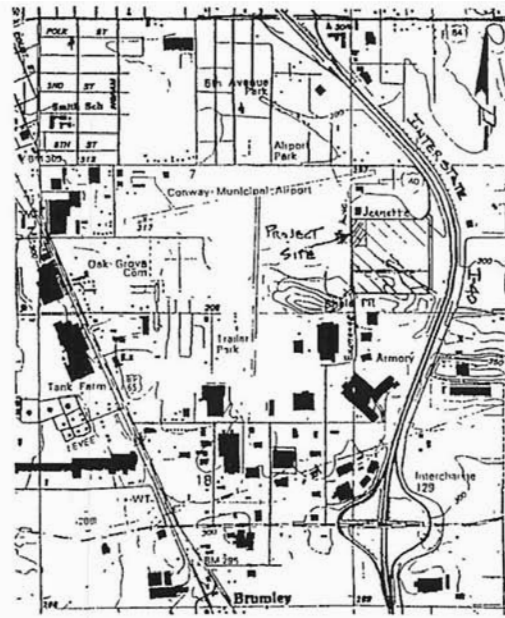
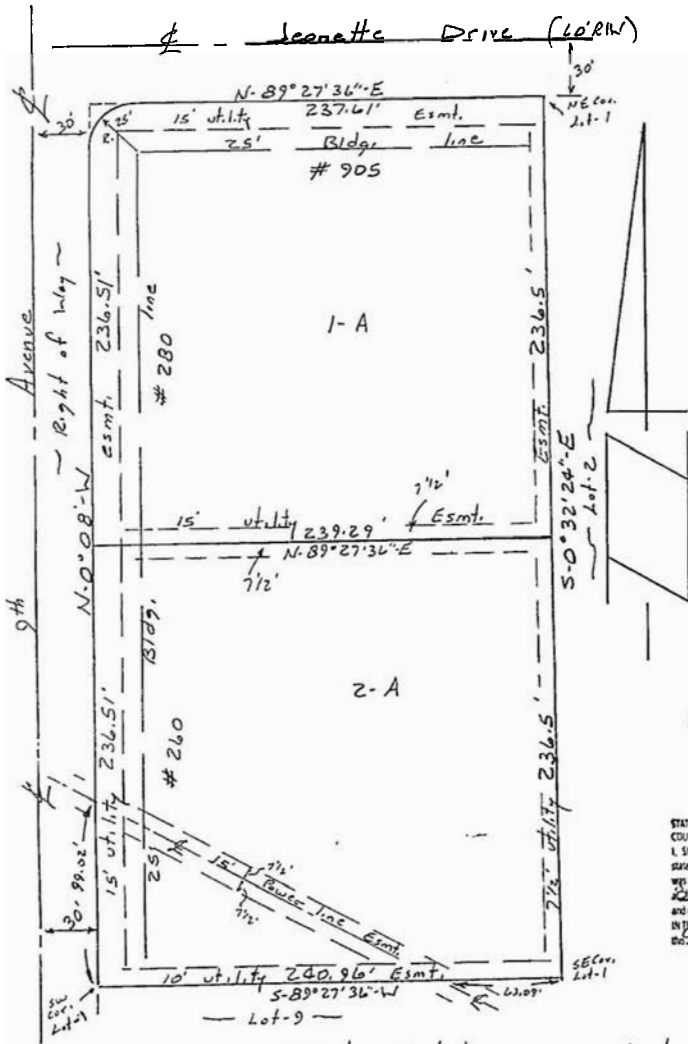
**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Mayor Tab Townsell**

\_\_\_\_\_  
**Michael O. Garrett**  
**City Clerk/Treasurer**

Vicinity Map (Scale: 1"=2000')



Property Zoned: I-3  
Water & Sewer: Conway Corp.

CERTIFICATE OF RECORD  
STATE OF ARKANSAS }  
COUNTY OF FAULKNER } 55  
I, SHARON RIMMER, Circuit Clerk and Ex-Officio Recorder for the County and state aforesaid, do hereby certify that the foregoing instrument of writing was filed for record in my office on this 4th day of April, 1998, and certify thereon in accordance with the provisions of the Act in this behalf enacted. I have thereunto my hand and official seal of said Court this 4th day of April, 1998.



Runway Park Subdivision, Lot-1, Replat.

Being a replat of Lot-1, Runway Park Subdivision, City of Conway, Arkansas, Recorded in Plat Book J, Page 26, Plat Records of Faulkner County, Arkansas, 2.60 Acres (±)

CERTIFICATE OF ACCURACY

I, James E. Ross, hereby certify that this plat correctly represents a survey made by me or under my supervision; that all monuments shown hereon actually exist and their location, size, type and material are correctly shown.

3-27-1998  
Date of Execution

James E. Ross  
Registered Land Surveyor  
No. 750, Arkansas

CERTIFICATE OF OWNER

We the undersigned, owners of the real estate shown and described herein do hereby certify that we have laid off, plotted and subdivided, and do hereby lay off, plot and subdivide the real estate in accordance with the within plat, and do hereby dedicate to the use of the public the (streets, drives, alleys, etc.) as shown on said plat.

4-9-1998  
Date of Execution

David C. Shell  
Name  
Address Conway

Source of Title:  
D. N. 633, Page 675

Name  
Address

Pursuant to the Conway Subdivision Regulations, this document was given approval by the Planning Director of the City of Conway. All conditions of approval having been completed, this document is hereby accepted and this certificate executed under the authority of such regulations.

Date of execution: 4-9-98

Ken Pickett  
Asst. Planning Director

FILED FOR RECORD  
Date 4-9-98  
at 2:00 o'clock P.M.  
SHARON RIMMER, CLERK  
By [Signature] D.C.

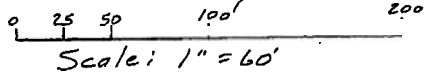
CERTIFICATE OF RECORDING

This document, Number 19, in Plat Book J, filed for record 4-9-98, page 26.

(Signed) [Signature]  
Sharon Rimmer, Clerk

For Bill of Assurance, see Dead Record Book \_\_\_\_\_, page \_\_\_\_\_.

Owner: Tilk Inc.  
Conway, Ar.







**City of Conway, Arkansas  
Resolution No. R-08-\_\_\_\_\_**

**A RESOLUTION ORDERING THE REMOVAL OF A DILAPIDATED STRUCTURE ON  
PROPERTY ON 2321 WASHINGTON AVENUE AND DECLARING THE INTENT OF THE  
CITY TO REMOVE THE STRUCTURE IF THE OWNER DOES NOT**

**WHEREAS**, there is a structure located at 2321 Washington Avenue which because of its dilapidated, unsightly, unsafe and unsanitary condition, has become detrimental to the public health, safety and welfare of the citizens of Conway, Arkansas; and

**WHEREAS**, Conway's Municipal Code and Arkansas Code Annotated § 14-56-203 authorizes this City Council to, by Resolution order, the removal or razing of said structure by the owner within thirty (30) days after proper service.

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

**SECTION 1:** That the structure at 2321 Washington Avenue in Conway, Arkansas, because of its dilapidated, unsightly, unsafe and unsanitary condition has become detrimental to the public health, safety and welfare of the citizens of Conway, Arkansas, and it is hereby ordered that said structure be razed and removed by the owner therefore.

**SECTION 2:** That a notice of the time and place of this meeting was mailed to the owner of said property by certified mail, return receipt requested, advising the owner that the City Council would take action on this matter.

**SECTION 3:** That a copy of this Resolution be forwarded to the owner of said property by certified mail, return receipt requested, directing that said owner has thirty (30) days in which to remove said structure, and if the same be not removed within the thirty (30) days, then the Mayor of the City of Conway, Arkansas is directed to proceed at once to remove and raze said structure and prepare an itemized statement of cost of removing said structure with a request for payment.

**SECTION 4:** If payment is not made within ten (10) days after receipt of said itemized statement, the Mayor is directed to sell, at public or private sale, any debris or material obtained from the removal of said structure and pay to the owner any balance after the City has been reimbursed. If the proceeds from said sale are not sufficient to cover the cost, then the City shall proceed to file a lien on the property in order to recover the money so owed.

PASSED this 8<sup>th</sup> day of April, 2008.

**APPROVED:**

\_\_\_\_\_  
**Mayor Tab Townsell**

**ATTEST:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**

2-20-2008

2321 Washington



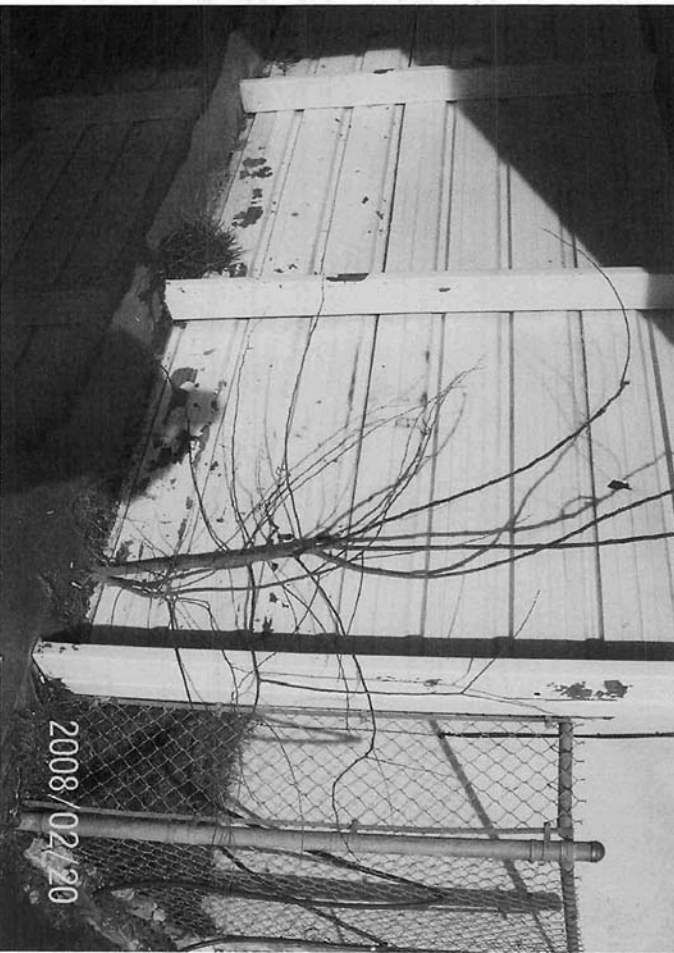
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2008/02/20

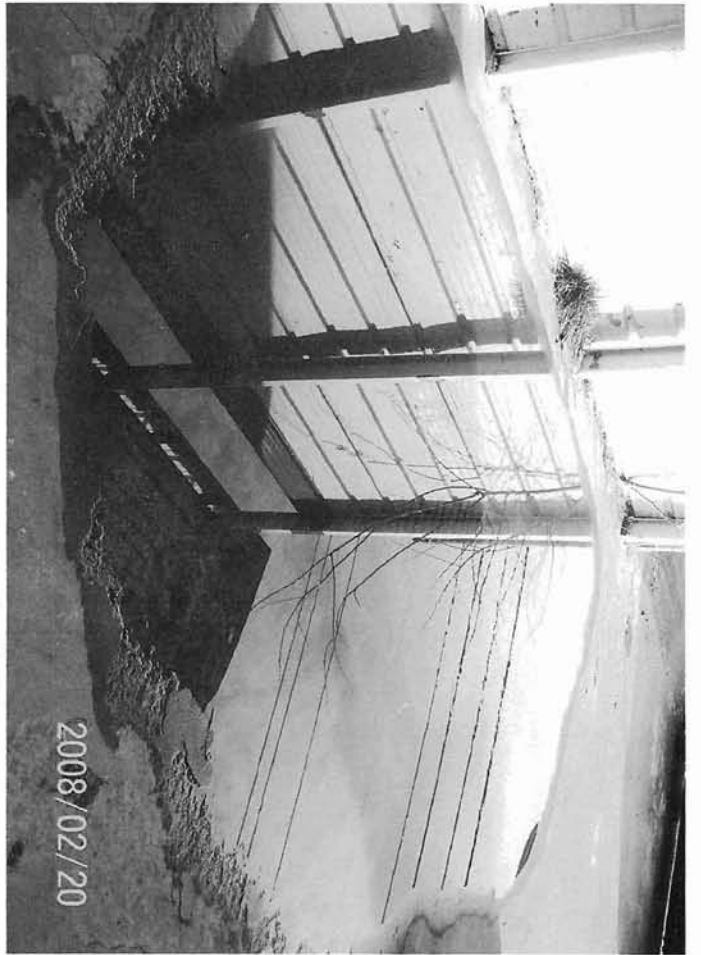


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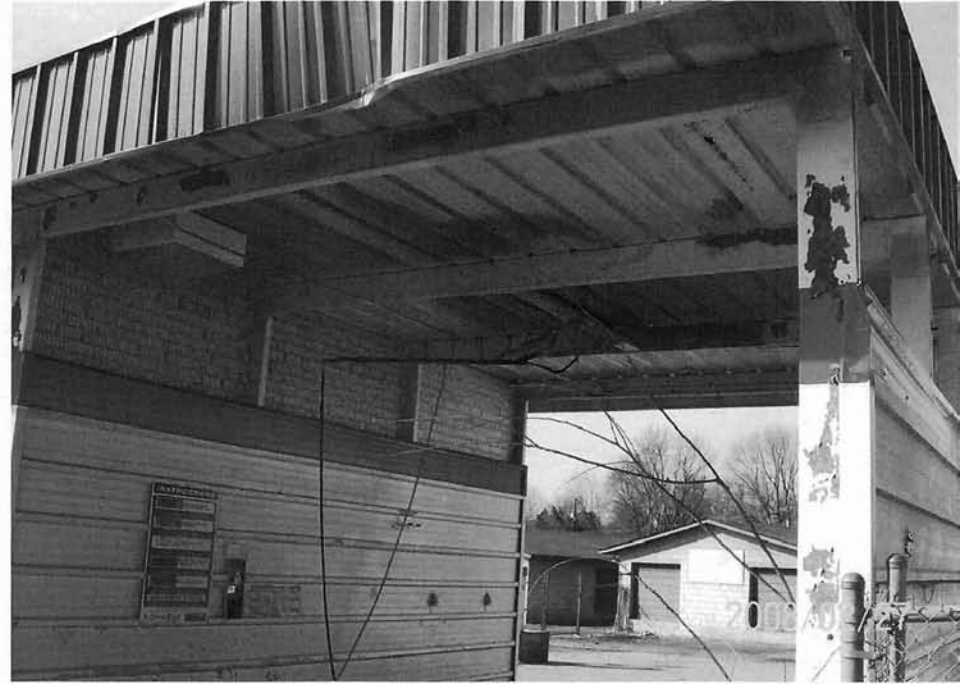
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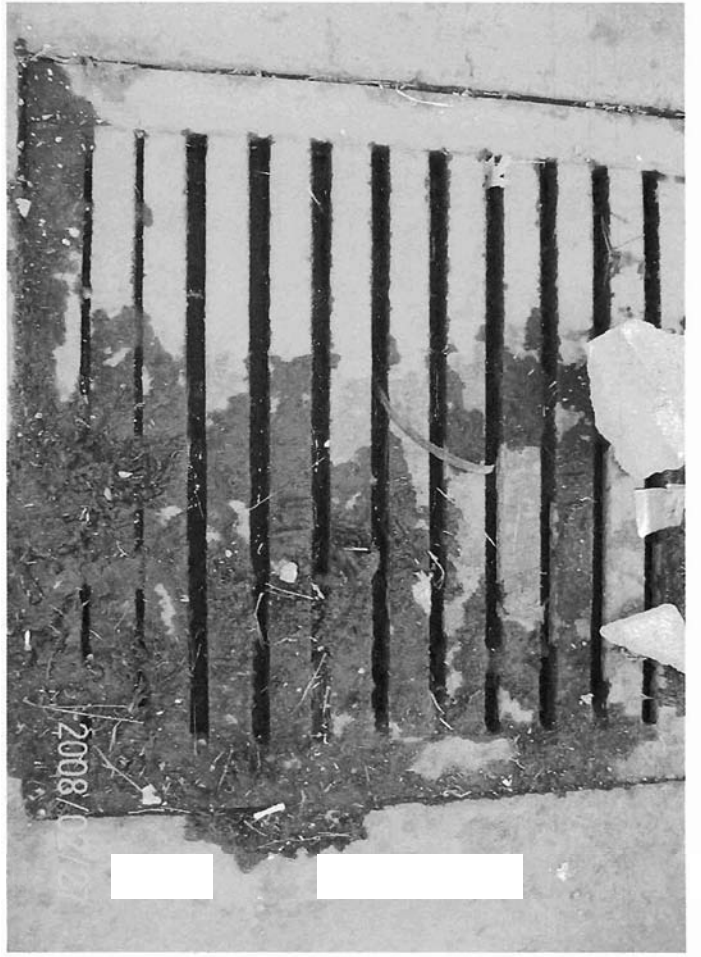
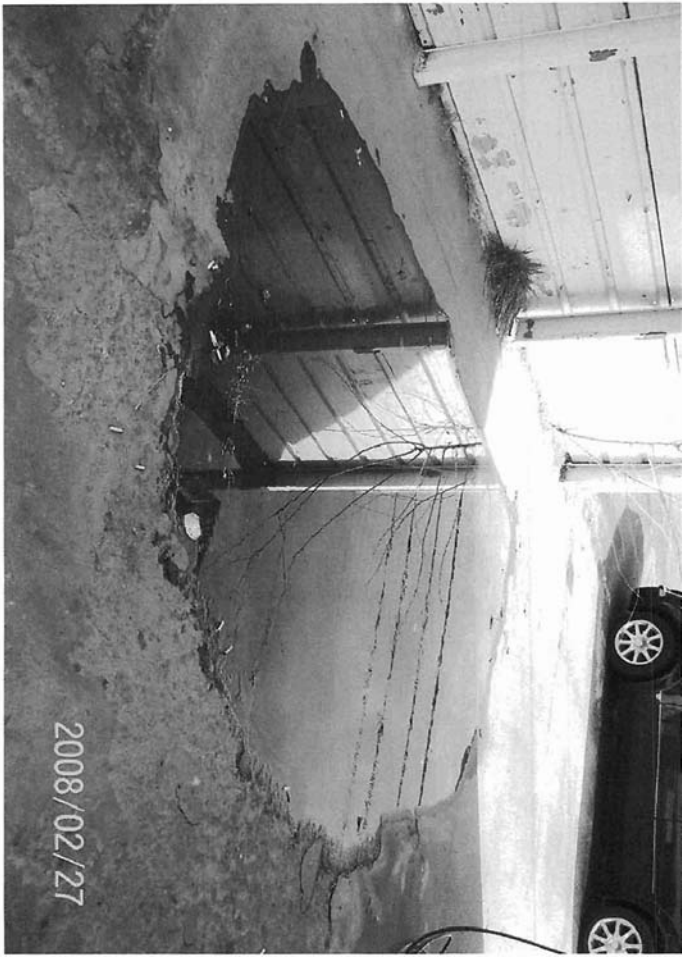




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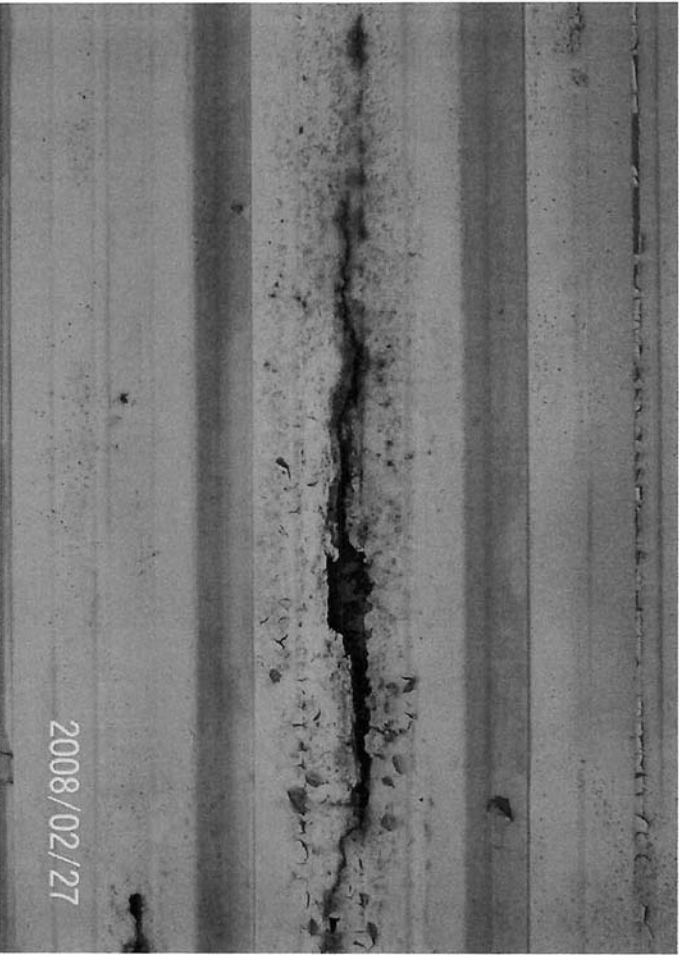
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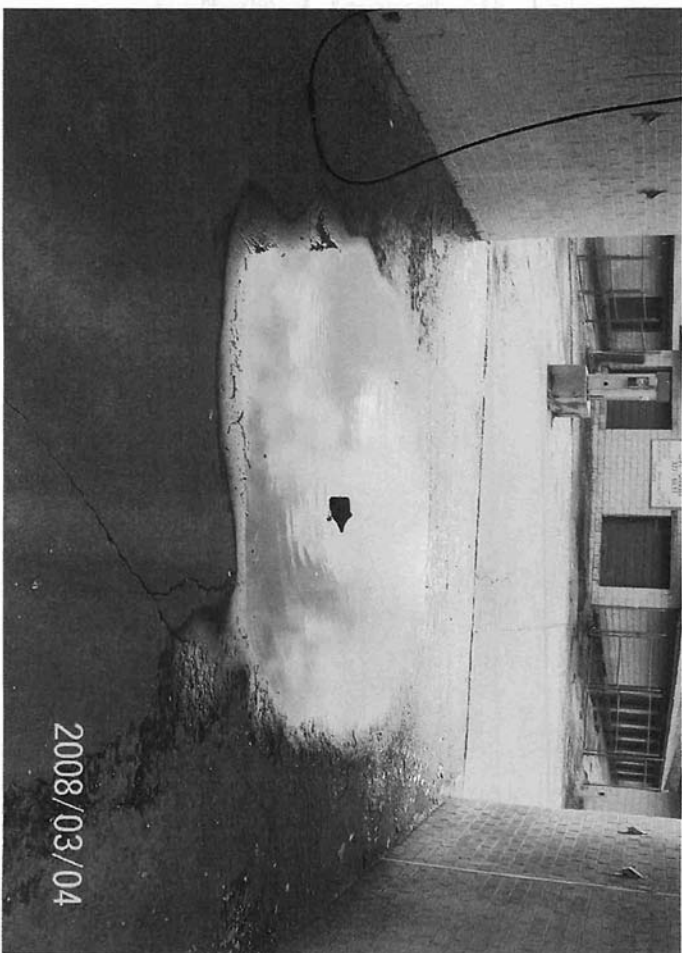
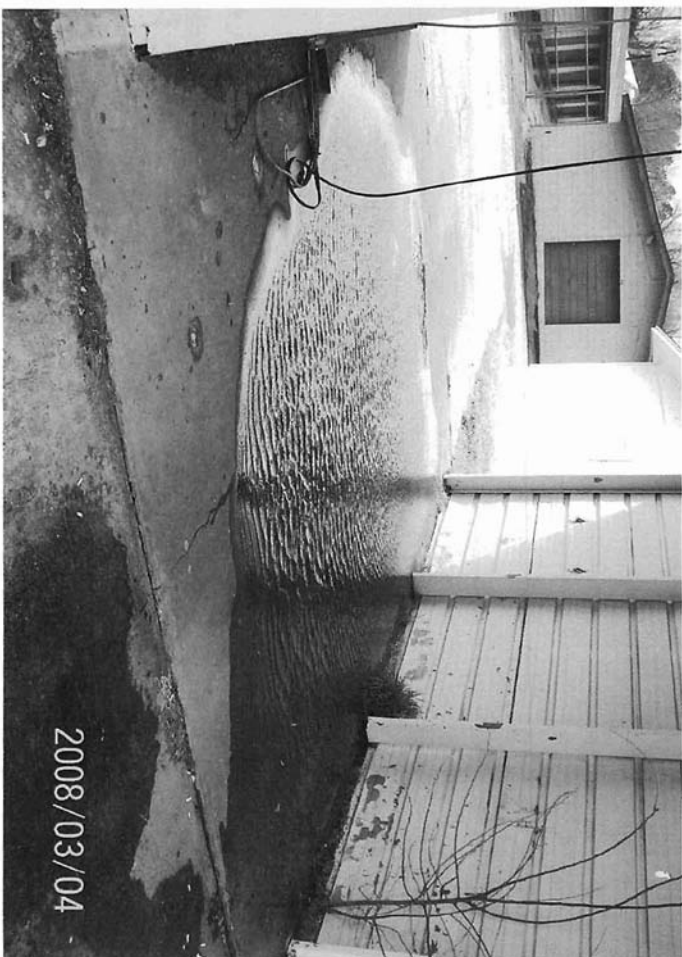
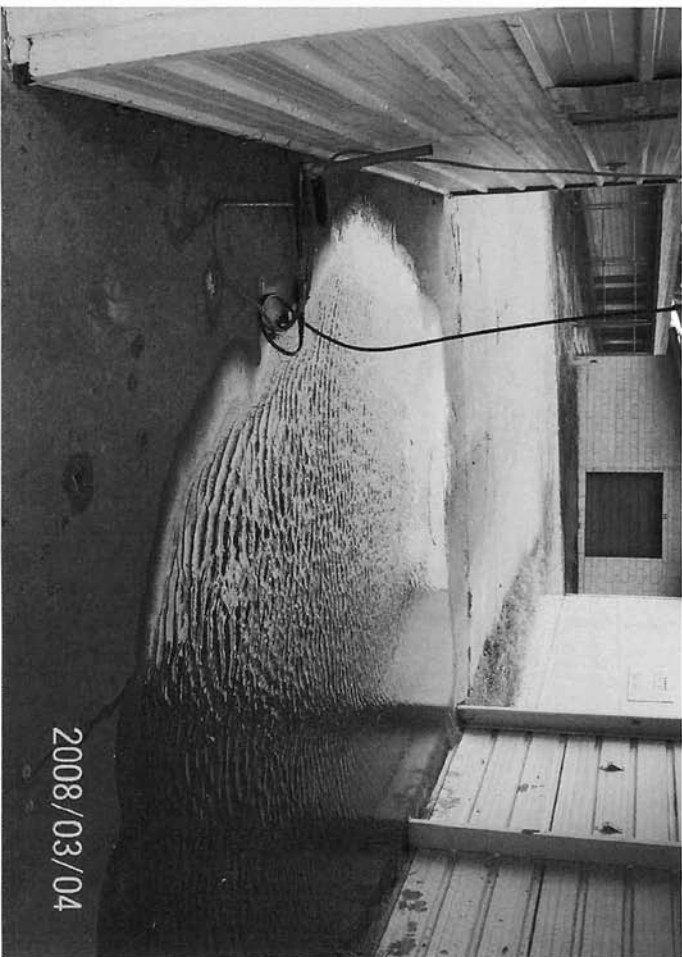


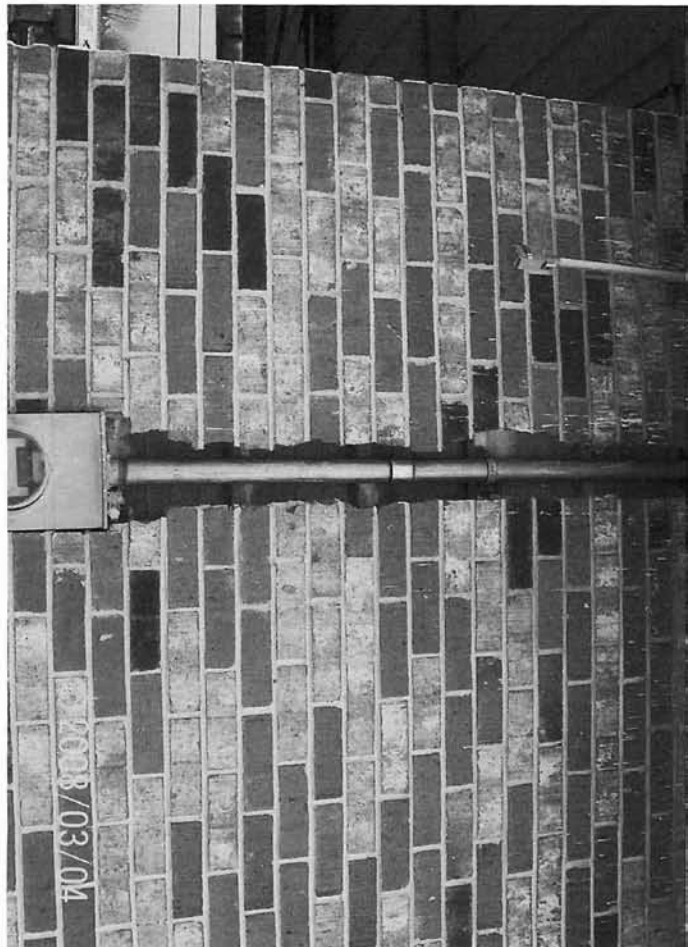
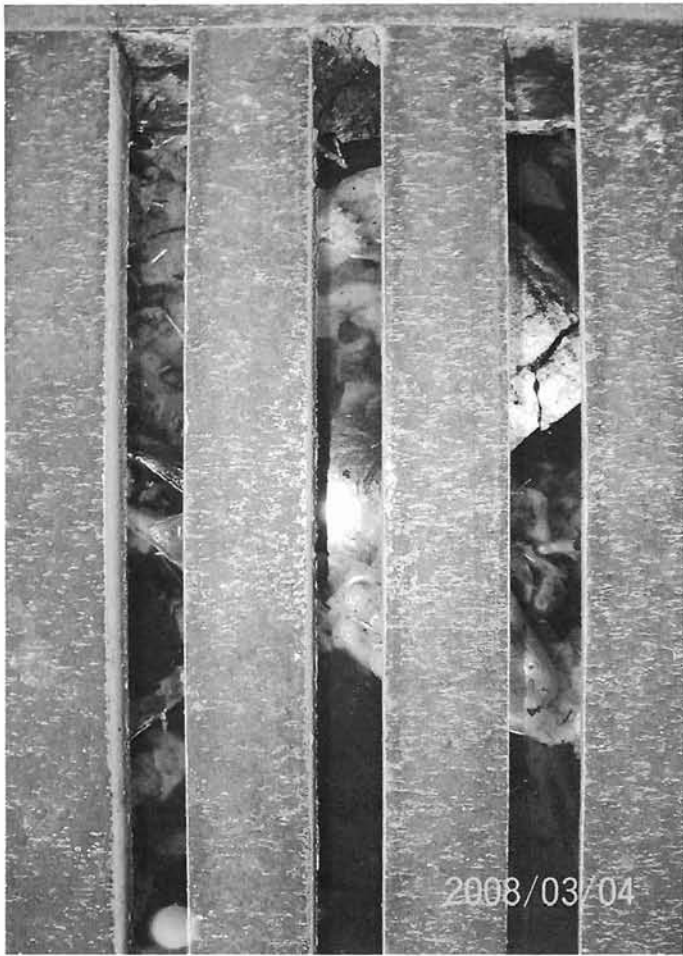
Q-27-2008

2-27-2008



3-4-2008





3-4-2008

POSTMASTER



March 19, 2008


Mayor Tab Townsell  
1201 Oak Street  
Conway AR 72032

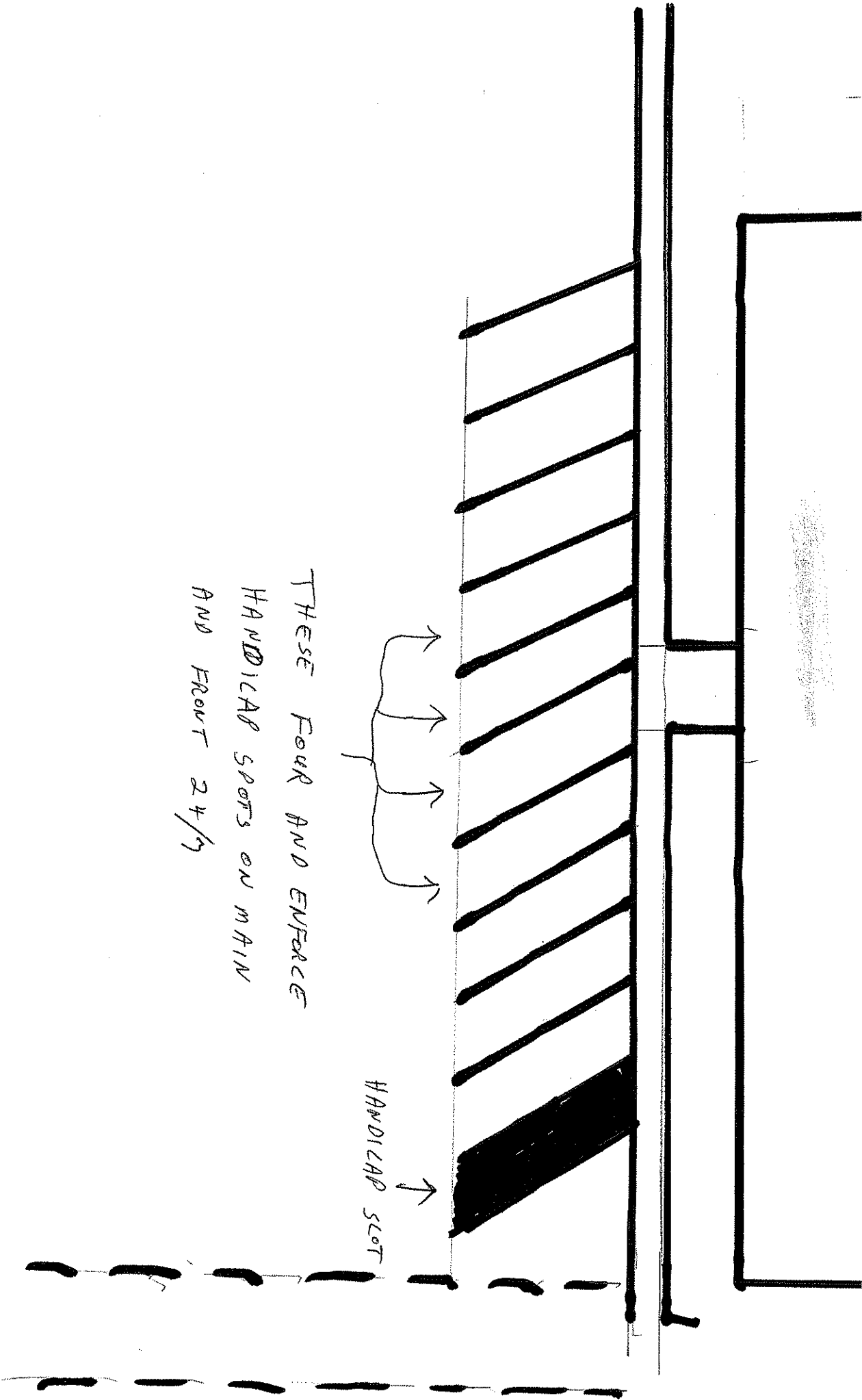
Mr. Townsell,

The Conway Post Office has recently received numerous complaints from customers that are having difficulty accessing the Post Office box during the evening hours. The problem seems to be with customers of local restaurants using the parking spaces in front of the Post Office. Many of the concerns have been expressed by women that are concerned with parking down Front Street and having to walk up to the Post Office in the dark. Many of our customers have Post Office Boxes that they rent in order to have access to their mail after normal business hours.

If the City of Conway can assist our customers it would be greatly appreciated. Perhaps you can place signage at a few of the parking spaces out front notifying customers that the parking spots are 24 access for Postal Customers only and all other vehicles are subject to tow.

Thank you for your consideration of our request.

  
Dana Urbanski  
Postmaster  
Conway, AR



THESE FOUR AND ENFORCE  
HANDICAP SPOTS ON MAIN  
AND FRONT 24/9

HANDICAP SLOT

NOT TO SCALE





**City of Conway, Arkansas**  
**Ordinance No. O-08-\_\_\_\_**

**AN ORDINANCE APPROPRIATING REVENUE FUNDS TO THE CONWAY SANITATION DEPARTMENT TO REPAIR THE D6 CAT DOZER; AND FOR OTHER PURPOSES:**

**WHEREAS**, the Conway Sanitation Department requests a revenue appropriation of \$62,654.00 to repair a D6R Cat Dozer; and

**WHEREAS**, funds in the amount of \$62,654.00 to be used for said purpose;

**WHEREAS**, funds in the amount of \$45,000.00 are currently budgeted for this expense in the Sanitation Enterprise Fund;

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**SECTION 1.** The City of Conway shall appropriate \$17,654.00 from the Sanitation Enterprise Fund Balance account (50.990) to the Equipment Repairs Operating Account (50.118.235).

**SECTION 2.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 25<sup>th</sup> day of March, 2008.

**Approved:**

\_\_\_\_\_  
**Mayor Tab Townsell**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett**  
**City Clerk/Treasurer**



April 3, 2008

**CITY OF CONWAY**  
**OFFICE OF THE FIRE CHIEF**  
1401 Caldwell • Conway, Arkansas 72034  
Phone (501) 450-6143



6D-1

**Bart Castleberry**  
*Chief*

Mayor Tab Townsell  
City Hall

Dear Mayor:

The Conway Fire Department Safety Committee recommended Pro-Fire Equipment located in Conway, Arkansas be awarded the bid for firefighter turnouts. I concur with their recommendation that we award this bid to Pro-Fire Equipment. Our turnout specifications are based on proven safety features and a firefighter's turnout is their first line of defense when entering a dangerous environment.

Sincerely,

Fire Chief Bart Castleberry  
Conway Fire Department



## CITY OF CONWAY FIRE DEPARTMENT

1401 Caldwell • Conway, Arkansas 72034  
Phone: (501) 450-6147  
Fax: (501) 450-6149



April 2, 2008

Chief Castleberry  
Fire Chief  
Conway Fire Department

Chief Castleberry,

The Conway Fire Department Safety Committee has reviewed three separate turnout proposals for the 2008 Bid year. Upon review, we find that Sperian offered by Pro Fire is by far the best choice for our department for many reasons. Among these reasons is the fact that they meet every bid specification set forth by the Conway Fire Department. Not only do they meet all specifications, but they can also provide a replacement turnout suit within one week if needed. These turnouts are appealing in their appearance as well as good quality and lightweight.

Two other proposals were entered from Ferrare Fire Equipment and Total Fire. We do not wish to use these two companies mainly because of their inability to meet bid specifications but also because of their distance from Conway, Arkansas. Bid specifications specifically said "All turnouts shall be sized at The Conway Fire Department by a competent dealer representative, or manufacturer's factory representative with fitting stock, or sizing sample garments."

Dealing with the Fire Dex brand we found they did not meet specifications in the following areas:

- Located in Louisiana (creates a time issue for measuring gear)
- Packing
- Outer Shell
- Body of Coat
- Sleeves and Cuffs
- Liner Attachment
- Pant Construction
- Extra Knee Padding and Reinforcement

Dealing with the Morning Pride brand we found that they simply did not meet the specifications, they left our specifications to their own interpretation. Everything was explained and justified to represent their brand of turnout gear, not the specifications asked for. We have also had quite a few problems with this brand as far as the quality of construction and feel it would be best to terminate use of this brand. Morning Pride is offered by Total Fire Equipment based out of Ohio with a representative located in Oklahoma which again, creates a time issue for measuring gear.



**CITY OF CONWAY  
FIRE DEPARTMENT**

1401 Caldwell • Conway, Arkansas 72034  
Phone: (501) 450-6147  
Fax: (501) 450-6149



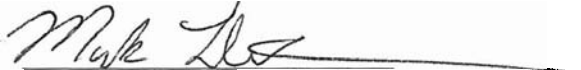
Cost breakdown is as follows:


Sperian by Pro Fire -	\$ 1,756.90
Fire Dex by Ferrare Fire Equipment -	\$ 1,630.00
Morning Pride by Total Fire Equipment -	\$ 1,499.25


Although the Sperian brand is more expensive, the Conway Fire Department Safety Committee feels that this is the best brand of turnout gear for the department. They not only meet all bid specifications but offer local, hometown service. We ask for your approval in recommending to the City Council that we go forward with the proposal from Pro Fire Equipment.

Sincerely,

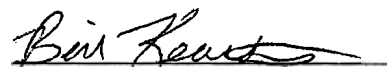
Conway Fire Department Safety Committee

  
Mark Ledbetter

  
Randy Freema

  
Brian Moix

  
Mike Winter

  
Bill Keathley



**City of Conway, Arkansas**  
**Ordinance No. O-08-\_\_\_\_\_**

**AN ORDINANCE AUTHORIZING DISTRICT COURT TO DISBURSE CERTAIN FINES TO FAULKNER COUNTY ON BEHALF OF THE CITY; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.**

**WHEREAS**, pursuant to Arkansas Code Annotated §16-17-129, on behalf of the City of Conway, District Court collects a fine (hereinafter referred to as "City jail fine"), intended to defray the cost of incarcerating city prisoners in the Faulkner County Jail, which is owned and operated by Faulkner County; and

**WHEREAS**, District Court also collects certain fines and fees designated as Faulkner County funds and disburses monies generated by and due to Faulkner County on a monthly basis; and

**WHEREAS**, the District Court has the ability to disburse the City's jail fee to Faulkner County on a monthly basis which will remit the funds in a more timely and efficient manner;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS:**

**Section 1.** District Court is hereby authorized to remit all funds collected and deposited pursuant to Arkansas Code Annotated §16-17-129 to Faulkner County on behalf of the City of Conway on a monthly basis to defray the cost of incarcerating city prisoners.

**Section 2.** This ordinance is necessary for the protection of the public peace, health and safety; an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

**Section 3.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 8<sup>th</sup> day of April, 2008.

**APPROVED:**

\_\_\_\_\_  
**Mayor Tab Townsell**

**ATTEST:**

\_\_\_\_\_  
**Michael O. Garrett**  
**City Clerk/Treasurer**



**City of Conway, Arkansas  
Ordinance No. O-08-\_\_\_\_\_**

**AN ORDINANCE WAIVING BIDS & PROVIDING SOLE SOURCE STATUS FOR TASERS AND TASER CARTRIDGES FOR THE CITY OF CONWAY POLICE DEPARTMENT; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES**

**WHEREAS**, the Conway Police Department utilizes International Tasers

**WHEREAS**, Teeco Safety Inc. is the sole provider of the International Tasers that are used by the department.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**SECTION 1.** The City of Conway shall accept Teeco Safety Inc. as the sole provider for the tasers and taser cartridges for the Conway Police Department.

**SECTION 2.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**SECTION 3.** This ordinance is necessary for the protection of the public peace, health, safety and an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

**PASSED** this 8<sup>th</sup> day of April, 2008.

**APPROVED:**

\_\_\_\_\_  
**Mayor Tab Townsell**

**ATTEST:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**



PROTECT LIFE

17800 N. 85th St. \* Scottsdale, Arizona \* 85255 \* 1-480-991-0797 \* Fax 1-480-991-0791 \* www.taser.com

3-31-2008

To Whom It May Concern;

This letter is to confirm TASER™ International, Inc. is the sole source manufacturer of the patented less-lethal electro muscular disruption, electronic control devices (EMD/ECD) TASER X26 Model 26000, 26001, 26003, 26004, 26005, 26006, 26011, 26012, 26013, 26014, 26015, 26016, 26017, 26018, 26019, 26020, 26021, 26022, 26023, 26024, 26025, 26026, 26027, 26028, 26300, 26301, 26303, 26304, 26305, 26306, 26311, 26312, 26313, 26314, 26315, 26316, 26317, 26318, 26319, 26320, 26321, 26322, 26323, 26324, 26325, 26326, 26327, and 26328.

TASER international is also the sole source manufacturer of the patented less-lethal Electro Muscular Disruption (EMD/ECD) TASER Brand M26, Model 44000 and 44005.

TASER International is also the sole source manufacturer of the patented, 15-foot Air Cartridges, Model 34200, and the patented, 21-foot, 25-foot, and 35-foot Air Cartridges, Model 44200, 44203, 44205, and 44206. The Air Cartridges are required for the unit to function in the remote TASER mode.

TASER International is also the sole source manufacturer of the patented TASER Cam, Model 26750 (full video and audio) and 26753 (full video and **NO** audio). This accessory item can be downloaded by USB patented, TASER Cam Download Kit Model 26737.

**These are some of the unique features of the company:**

Incorporated since 1993, TASER International is the forerunner of research and development in this field. The company has 15 years of manufacturing experience for these highly technological less lethal weapons and has over 8000 agencies deploying TASER brand products.

TASER International is housed in a state of the art 100,000 sq. ft. building with over 250 employees. There is 33,000 sq. ft for production, 33,000 sq. ft. for operations and engineering and, 33,000 sq. ft. (two stories) for warehousing and shipping.

The company has a state of the art TASER Training Academy on site featured with 48 desks equipped with power and internet access, safety mats, heavy bags, and the IES Interactive MILO training simulator.

Training is geared toward the special needs of the military, law enforcement officers, medical personnel, private citizens, and instructor certification. Force options and decision making tactics, medical issues, weapon maintenance, and personal safety are just a few of the topics covered in the offered courses.

TASER International is the only ECD (Electronic Control Device) manufacturer who has an extensive mechanical engineering, electrical engineering, and technical staff that all contain the requisite comprehensive and technical knowledge and expertise essential in manufacturing these highly technological electronic control weapons.

TASER International's ADVANCED TASER M26 and X26 are the most extensively studied less lethal weapons on the market today. TASER International is the only weapons company in the world with both a scientific and medical advisory board comprised of world-class experts who provide critical insights to help the company design and test the safest devices possible.

**These are some of the unique features the ADVANCED TASERS M26 and X26 have that are not found with other Electronic Control Devices:**

The ADVANCED TASER M26 and X26 are the only less-lethal ECD weapons systems that can stop an aggressive, focused, combat trained attacker.

The ADVANCED TASER M26 and X26 are the only less-lethal ECD weapons systems that are compatible with the X-rail, a universal mount that will mount to anything with a Picatinny rail and utilizes a quick release mechanism to allow the user to carry either less lethal below their lethal weapon.

The ADVANCED TASER M26 and X26 directly stimulate motor nerve and muscle tissue, causing incapacitation regardless of mental focus, training, size, or drug induced dementia.

The ADVANCED TASER M26 comes with an on-board memory chip to download 585 past firings based on the time and date the unit was fired.

The TASER X26 comes with an on-board memory chip to download 2,000 past firings based on the time and date the unit was fired to protect officers from unfounded charges of misuse of force.

The ADVANCED TASER M26 and X26 have over 94.9% field effectiveness rating.

The ADVANCED TASER M26 and X26 use the same hand motions and muscle memory as standard 9 mm semi-automatic pistols, drastically reducing the amount of time required to train. User training and Instructor training materials are all on CD-Rom for ease of reproduction for training.

The X26 uses proprietary Shaped Pulse™ EMD Technology with high performance, highly efficient, incapacitation effect that's 5% greater than the ADVANCED TASER M26, and is 60% smaller, 60% lighter, and consumes 1/5th the power of the M26.

The X26 has an optional upgrade system, the TASER Cam which records over an hour of MPEG4 video and audio data to provide another layer of accountability to corroborate officers use reports.

The Lithium Battery System for all X26 Units is the DPM - Digital Power Magazine (26700), XDPM - Extended Digital Power Magazine (26701) and the rechargeable TASER Cam (26750). (All battery systems are rated up to \*195 5-second firings at room temp.)

The Extended Warranty Lithium Battery System for all X26 Units is the 1 year (26711) and 4 year (26714) DPM - Digital Power Magazine and the 1 year (26721) and 4 year (26724) XDPM - Extended Digital Power Magazine. (All battery systems are rated up to \*195 5-second firings at room temp.)

Propulsion System for all air cartridges is compressed nitrogen (1800 to 2500 lbs/in<sup>2</sup>).

The BATF has classified the ADVANCED TASER M26 and X26 as Non-Firearm.

**The Sole Authorized Police Distributor for Arkansas is:**

**Teeco Safety Inc.  
1360 Grimmet Drive, PO Box 7784  
Shreveport, LA. 71107  
1-800-697-8564 Phone  
1-318-424-5184 Fax**

**THERE IS NO OTHER AUTHORIZED REPAIR FACILITY FOR TASER BRAND PRODUCTS OTHER THAN THE ONE LISTED BELOW.**

**Sole Authorized Repair Facility For TASER Brand Products:**

**TASER International, Inc.  
17800 N. 85<sup>th</sup> Street  
Scottsdale, AZ. 85255  
1-800-978-2737 Toll Free  
1-480-905-2000 Phone  
1-480-991-0791 Fax**



Please note the ADVANCED TASER™, AIR TASER™, and TASER™ are registered trademarks. TASER-Wave™ is a trademark of TASER International Inc. Patent: U.S. 5,078,117 and others pending in the U.S. and Worldwide. Copyright 1999 TASER International, Incorporated.

Please contact us at 1-800-978-2737 with any questions.

Sincerely,

A handwritten signature in black ink that reads "Stacie Sundberg". The signature is written in a cursive, flowing style.

Stacie Sundberg  
Vice President, Global Sales Operations



**SOUTHWEST SOLUTIONS GROUP**  
*business organization systems*

February 8, 2008

Mark Elsinger  
Conway Police Department  
1105 Prairie St.  
Conway, AR 72032

Dear Mark:

Please accept my sincere thanks for giving Southwest Solutions Group the opportunity to serve you and your staff with your records management requirements. Our staff will always do everything possible to merit the confidence you have shown in giving us this business opportunity.

Enclosed is the proposal for the new Spacesaver High Density system. This proposal is being offered for your acceptance and is guaranteed until October 31, 2008.

Based upon the construction drawing provided by the architect, and an onsite survey of your current property and evidence rooms, the design being offered will accommodate your existing property, plus a substantial amount of growth for many years to come. The drug vault currently holds approximately 216 cu ft of evidence, and the solutions being recommended for the new drug vault will accommodate approximately 250 cubic feet of capacity. The trailer outside of the current facility, after your recent purging holds approximately 850 cubic feet of evidence, and the main property room holds about 5-600 Cubic Feet of evidence. The main Spacesaver solution being proposed has 2,300 cubic feet of capacity.

Lastly, the arms vault as designed will accommodate approximately 504 rifles in boxes and 415 pistols in boxes as well as assorted ammunition and odd sized weapons on a single static unit of shelving.

We look forward to working with you and your staff throughout the successful incorporation of your new Spacesaver system. There will be many logistical considerations involved in this entire change and we understand them in a way that will minimize the time, trouble, and personnel involved.

If you have any questions, please feel free to call upon me at 501-952-3290. We appreciate the opportunity to serve you.

Sincerely,

Justin Story



## *Southwest Solutions Group*

### *Mission Statement*

#### Our Vision

Our Vision is to be the pre-eminent provider of *Business Organization Systems* in North America; and the respected industry leader for marketing, installation and service of our products and services in the World.

#### Our Mission

Our Mission is to be the company of choice for traditional and technology solutions for Records, Information & Material management systems. Our team will provide the highest quality systems, best value vs. investment and highest level of professional integrity and customer service for our valued clients.

#### Values

### **R. I. S. E.**

**Respect** – We respect the talents and skills of each individual on our company team. Empowerment and collaboration are vital to our team effort and create the ability to make a difference for our customers. We strive to conduct ourselves in a way that consistently reflects our adopted mission and values, balancing our conduct with fairness, trustworthiness and honesty. We base our policies and actions on a strong ethical commitment to these values and principles.

**Innovation** – We aim to stay at the forefront of new products and services through progressive, creative approaches to every effort, every day. With bold, innovative strategies, we strive to bring cutting edge product and service solutions to our clients to meet their business needs. Quality circles within our Marketing, Sales, Project Planning, Installation, Service, Information Technology, Accounting and Customer Service teams will provide a foundation of company improvement for every company process – enhancing our team’s responsiveness to our clients’ needs.

**Service** – We strive to exceed the needs of our clients by providing timely, accurate and courteous service. Giving thorough attention to customer detail and promoting continuous communication between our staff and each customer, we seek 100% customer satisfaction throughout the detailed process of solution development, order fulfillment and system implementation. Challenges will be addressed quickly and professionally – ensuring customer confidence and open communication that will foster goodwill and future opportunities to serve.

**Excellence** – We desire to make each person’s experience with Southwest Solutions Group a positive one. We seek continuous improvement in every area of our company. We aspire to surpass current professional quality standards, the performance of our peers and expectations of everyone we are privileged to serve.

## ***Why Southwest Solutions Group - Spacesaver for your project?***

### **Quality of Product**

Spacesaver storage systems are the best in the industry. With over 30 years of manufacturing experience, 28+ patents for product engineering and safety systems as well as 300 dedicated professionals, their team has "set the bar of excellence" in the mobile shelving industry. Your system will have structural components that will give you decades of performance as well as the most state-of-the-art electronics, programmability and integrated safety systems available.

### **Professionalism**

The Southwest Solutions Group team is comprised of 102 professionals that serve you at each step of the process. Our sales team provides the gateway to our team's resources of design, estimating, order entry, logistics planning, installation, training and service. Each team is responsible for making sure your experience with S.S.G. is a positive one. Our mission statement is clear - to serve YOU our customer with the best of our abilities and enable our team to R.I.S.E. (Respect, Innovation, Service, Excellence) above obstacles to exceed your project's requirements and timeline.

### **Responsiveness**

Spacesaver Corporation will never miss a project opportunity because of timing. Their commitment of 30 years has been to ship on time regardless of circumstance. Our local team outfitted with the best in technology tools, not to mention an integrated order entry / tracking system enables SSG to smoothly process your order and complete your installation "on time". We know that this is the continuance of a successful business relationship with Conway Police Department and we value doing things correctly the first time.

### **Credibility / Organization**

Southwest Solutions Group has been serving Texans since 1969, and more recently those in Kansas, Arkansas, Tennessee, Mississippi and Oklahoma in the development, implementation and service of Filing and Storage systems. We rank in the top 10% in the nation for size of service organization and yearly revenues. We are the largest full service filing & storage systems company in North America that employs our own team of factory-trained Spacesaver installation professionals in addition to our other committed sales and support staff (102 staff total). In addition, our team has over 10,000 installations of Spacesaver Mobile Shelving systems and thousands of additional satisfied customers, who employ us to consult for Records Management Technology - Barcode Tracking systems, Automated Labeling, Imaging, and Custom Filing System supplies.

### **Value / Warranty**

By choosing the Southwest Solutions Group / Spacesaver team you are guaranteed to receive the best pricing and logistically smooth installation possible. All products are developed and shipped from one location - Spacesaver Corporation in Fort Atkinson, WI. In addition to smooth delivery, the sole sourcing of your shelving needs to one manufacturer and their exclusive representative, entitle you to the best possible discounts because of the inherent economies of scale with this size of project. Furthermore, our products come with a standard 5 year warranty on all parts and labor for your project. Quality assurance is provided by the fact that we laser level the entire foundation of your systems to give the highest degree of levelness possible. Once level is achieved, the rails are securely anchored to the concrete floor and any gaps under the rails are completely filled with a non-shrinking, hydraulic grout to maintain perfection for the life of your system.

## ***What our customers are saying about Southwest Solutions Group...***

"I wanted to let you know what a spectacular job your installation crew has been doing. Even today, when delivering the shelves, they went above and beyond the call of duty, shifting things around (occasionally multiple times) when we made requests. It has been a delight working with all of you!"

**University of Houston  
O'Quinn Law Library**

"I would like to take the opportunity to thank Daryl Miller, Kristen, Mike Willis and Matt for making our experience with Southwest Solutions Group a very productive and positive one.

We have been so impressed with the overall experience, from the initial meeting with Daryl, updates from Kristen (status of our order and installation date), to the installation by Mike and Matt. Mike and Matt arrived on the day Kristen stated they would, came in and installed our new system in one day.

We were amazed with the product and the installation immediately.

The Spacesaver high-density mobile storage and filing system is everything and more that Daryl described to us and has met our needs over and over, already. I feel our office is so much more productive and organized now that we have a filing system that meets our needs and space.

I would highly recommend to anyone the high-density filing system and would definitely recommend your company, Southwest Solutions Group."

**Texas Department of Public Safety**

"We would like to thank you and your staff for your concerted efforts to provide us with added shelving. We are very pleased with the outcome of our order. The new sections now blend with our reference stacks as if they were original. The extra lengths you all went to in order to make this possible are most appreciated."

**Richland College**

"I wanted to let you know what a pleasure it has been to do business with your firm. The staff at Southwest Solutions is knowledgeable, professional and courteous. Art Drouin, our account representative, is not only very knowledgeable about your products and services, but he was so prompt in returning my calls, answering questions and provided a bid to us with a one day turnaround! How nice it is to get that level of service! What impressed me most is the detailed binder put together for us in viewing our options/specs/ bid/warranty information. Also, your install technician (Bill) showed up on time to set up our files room, worked fast and maintained a pleasant disposition through the whole set up, which took less than a day.

We are now in process of utilizing your organizational and supplies services to transition current files and build new ones. Our goal is to have a streamlined file room, easy on the eyes, with a consistent folder/labeling system for our various departments that makes it easy to locate and retrieve files.

I am happy to recommend your products and services to others. Thank you for such a hassle-free and pleasant experience."

**Montierra Minerals & Production LP**

"Thank you so much for coordinating the installation of the Spacesaver system at our offices. I especially appreciate the time you spent to customize the dimensions of the carriage and shelving units to accommodate our filing space requirements. The technicians were also very helpful and provided professional and courteous service throughout the installation process.

It was a pleasure to work with you on this installation. Thank you for your efforts on our behalf."

**Staffelbach Design and Associates**

## **STORE VIRTUALLY ANYTHING, AND DO IT IN LESS FLOOR SPACE**

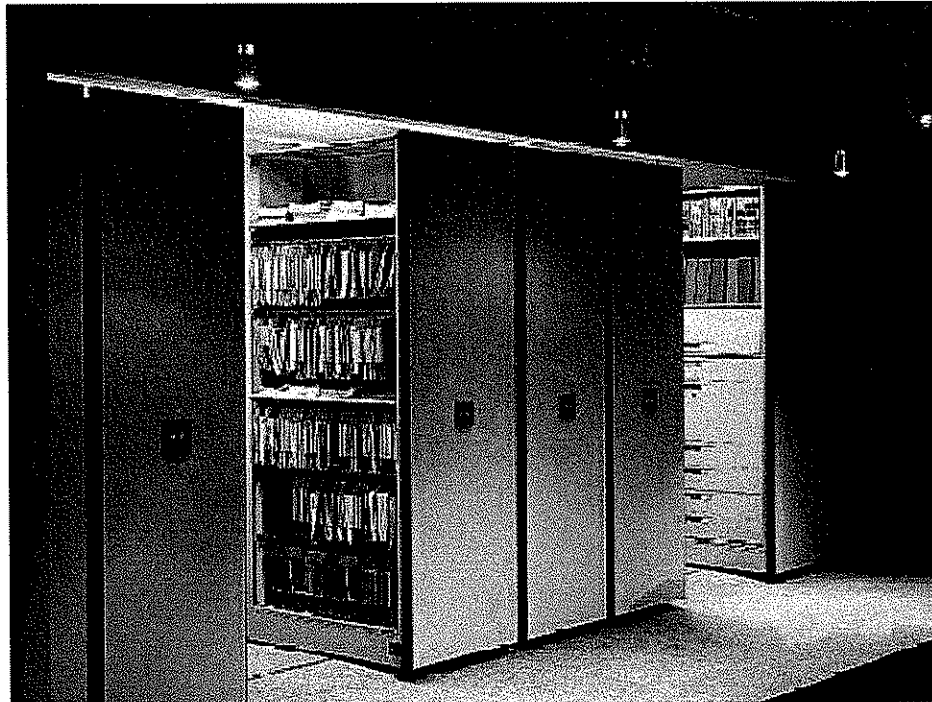
In many applications, Spacesaver High-Density Mobile Storage Systems are three times more space-efficient than conventional filing and shelving at half the cost.

Regardless of their size, weight or shape, virtually any type and variety of materials can be stored using a Spacesaver High-Density Mobile Storage System. Not only that, they can be stored in less floor space, reducing your building lease and construction costs.

Spacesaver is the recognized leader in high-density mobile storage, with more installations than all other manufacturers combined. We have designed systems to fit almost every situation.

Spacesaver High-Density Mobile Storage Systems have been installed in offices, hospitals, banks, libraries, schools, museums, archives, factories, warehouses, laboratories, government agencies and military bases, as well as many other uniquely demanding environments.

Drawing on this vast experience, we provide each customer with a storage solution that is custom-configured to meet their specific needs. Having designed and installed more than 85,000 successful mobile systems for customers with a wide range of individual requirements, chances are we have already solved a storage problem similar to yours.



## I. INSTALLATION/SERVICE

Once the site is prepared, our factory-trained local service technicians will work during normal working hours to complete the setup and installation. Our service representatives will maintain the equipment throughout the warranty and provide future service including parts if necessary. A stock of the most common parts is kept on hand at our local warehouse facility.

## II. CONFIDENCE COMPONENT

Spacesaver Corporation is proud to have reached the level of ISO-9001 certification. This ensures your equipment meets the highest quality standards and guarantees the longevity of your investment.

Southwest Solutions Group has multiple filing and storage installations locally that will verify the completeness, professionalism, and product quality of our systems. A few of these installations include:

AT&T Corporation – San Antonio, Dallas  
Hertz – Oklahoma City  
American Airlines – Fort Worth  
Conoco Phillips – Bartlesville, Ponca City  
Southwest Airlines – Dallas  
Alcon Laboratories - Fort Worth  
Nokia – Irving, Fort Worth, Reynosa  
Bella Vista Police Department  
Jackson Walker – Austin, Dallas, Houston, San Antonio  
F.B.I. – Dallas/Little Rock/Oklahoma City  
Sevier County Jail  
University of Texas at Austin  
Oklahoma State University – Stillwater  
Southern Methodist University – Dallas  
Texas Wesleyan University – Fort Worth  
Harris Juvenile Detention Center – Houston  
McAllen Police Department – McAllen  
U.S. Border Patrol – Laredo  
Bush International Airport - Houston  
Harris Methodist Fort Worth  
Fort Hood – Killeen  
Kaufman County  
NASA Johnson Space Center – Houston  
Tinker Air Force Base – Oklahoma City  
Dallas County Government  
Dr. Pepper Museum - Waco  
The Sixth Floor Museum – Dallas  
Fayetteville Police Department  
The Nasher Sculptor Center – Dallas



THE  
SPACESAVER  
GROUP  
HAS INSTALLED  
OVER 50,000  
UNITS IN  
NORTH  
AMERICA

*...and over 7,500 other installations across Texas, Kansas and Oklahoma!*

### III. SCOPE OF WORK

#### By Southwest Solutions Group

- Expedite manufacturing to meet delivery schedules.
- All charges associated and incurred for manufacturing, freight, local delivery, installation, cleanup, staff training, and warranty.
- Complete turnkey installation services by factory certified technicians and training of staff.
- All delivery and installation to take place during normal business hours (8:00 a.m. to 5:00 p.m. / Monday - Friday) unless otherwise noted on the Proposal Page. If work is required outside of these hours, overtime rates will apply.
- Provide up to 2 weeks free storage at local warehouse. If additional storage time is needed due to delays in construction of new site additional warehouse storage charges will be accrued at the rate of \$2.75 per hundred pound weight per month.
- Will provide rail centers and trough requirements to contractor.
- Personal coordinator to insure prompt installation of new equipment as well as coordinating manufacturing to meet delivery schedules.

#### By Conway Police Department

- Approve proposal page with signature and forward it to us with initial payment.
- Provide purchase order number when appropriate.
- Provide color selection of equipment.
- Provide a cleared work area where new system is to be constructed. If area is not precleared prior to installer's arrival, add \$34.00 per hour, per installer for area to be cleared or for stand by time while area is cleared by others.
- Transfer contents of existing system into new system unless option chosen to have movement of material handled by Southwest Solutions Group's moving teams.
- Pay all appropriate state and local sales tax as necessary.
- Provide tile or carpeting & installation of such for elevated wood flooring and ramp.
- Provide backfill of cement into troughs.
- If electrical system is selected, provide dedicated 120 VAC, 60 HZ, 20 amp hospital grade plug for the mobile system, location to be designated at a future date.
- Provide verification through facility management or other certified engineer of floor's weight carrying capacity to properly hold equipment (floor load).
- Provide location information of any conduit running through concrete floors (drilling may be required).
- If room dimensions differ from those provided in proposal, it is the responsibility of the client to inform Southwest Solutions Group at least 4 weeks prior to shipping time to delay shipment from factory.
- If construction delays occur, it is the responsibility of the client to inform Southwest Solutions Group at least 4 weeks prior to shipping time to delay shipment from factory.

By: Justin Story

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



## IV. PROPOSAL PAGE

Conway Police Department  
Mark Elsinger  
1105 Prairie St.  
Conway, AR 72032

Date: February 8, 2008  
Proposal #: CPDSTO-1.pro  
Terms: See Below  
F.O.B. Factory  
Delivery: 6-8 weeks ARO, subject to change

### Spacesaver System Solution

To provide your facility with the storage efficiencies you desire, we are recommending the incorporation of a Spacesaver Mobile Storage System, which consists of the following:

#### *Per drawing CPDSTO-1:*

##### **Main Evidence Storage – 1043**

- Total unit dimensions will be 17' 11 ½" wide x 25' 5 ¼" deep x 94" high. Maintains code compliance from sprinkler heads.
- Five double faced mobile units, Spacesaver Eclipse Push Button Power operation, each 25'0" long x 30" deep x 94" high
- All Evidence Storage shelving will be provided with 4,5, and 7 openings per face; refer to drawing for elevations
- Complete grouted structural rail, with center flange "no gap" guidance to be recessed in concrete floor (contractor to provide 2<sup>nd</sup> pour to fill in troughs or block-out)
- Eclipse Power System with Photosweep provides user protection with the utilization of a photoelectric safety sweep, bringing the system to a complete stop as a person or object comes in contact with a moving carriage. The system must be manually reset before a new aisle can be selected and opened.
- Exposed ends of the units will be finished with a laminate face panel, your choice of manufacturer's standard colors (Wilson Art Laminates)
- System capacity is approximately 2,300 cubic feet

##### **Large Evidence – 1039**

- Two single faced stationary units, Spacesaver Wide Span, each 96" long x 42" deep x 96" high
- All Large Evidence shelving will be provided with 3 levels per face; refer to drawing for layout, adjustable on site and after installation to accommodate different items
- Metal Slat Decking

##### **Fire Arms – 1045**

- Two single faced stationary units, each 4'0" long x 15" deep x 88 ¼" high
- One single faced stationary units, each 3'0" long x 15" deep x 88 ¼" high
- Single Ammunition storage shelving unit will be provided with 5 levels per face
- Tri-tech pistol and rifle box storage shelving will hold approximately 414 pistols and 500 rifles

##### **Drug Vault – 1046**

- Two single faced stationary units, each 10'0" long x 18" deep x 97 ¼" high
- All Drug shelving will be provided with 7 levels per face providing 250 cubic feet of capacity

## V. INVESTMENT DETAILS

Your investment includes all necessary design services, manufacturing, packaging, freight, inside delivery, unpackaging, installation by factory certified technicians, cleanup of area, removal of all debris, and warranty. The system and solutions detailed in this proposal have been tailored to the unique and specific needs of Conway Police Department.

**Per US Communities Contract #RQ07-878957-20E, Vendor Code: B391054756 01  
orders are to be placed with:**

**Spacesaver Corporation  
c/o Southwest Solutions Group  
1450 Janesville Avenue  
Fort Atkinson, Wisconsin 53538**

*Per drawing CPDSTO-1:*

<b>Total List Materials per US Comm.:</b>	<b>\$65,747.92</b>
<b>Less US Communities Discount (-49.8%):</b>	<b><u>\$34,287.52</u></b>
<b>Total Net Materials per US Comm.:</b>	<b>\$31,460.40</b>
<b>Freight, Handling, Delivery Installation &amp; Cleanup:</b>	<b><u>\$15,577.25</u></b>
<b>Total Not To Exceed Investment</b>	<b>\$47,037.65</b>

***This proposal is being offered for your acceptance and is guaranteed until October 31, 2008. Because of market volatility and sharp increases in steel costs, we may be forced to raise our prices after that date. Southwest Solutions Group and Spacesaver Corporation will equally share to minimize the impact on you, our customer.***

**\*\* If tax exempt or for re-sale then please provide tax exempt number on next page. \*\***

**Terms: NET 30**

Note: Above estimate is guaranteed until October 31, 2008. Pricing will be subject to change after that period. The above estimate does not include applicable local or state sales tax.

By: Justin Story

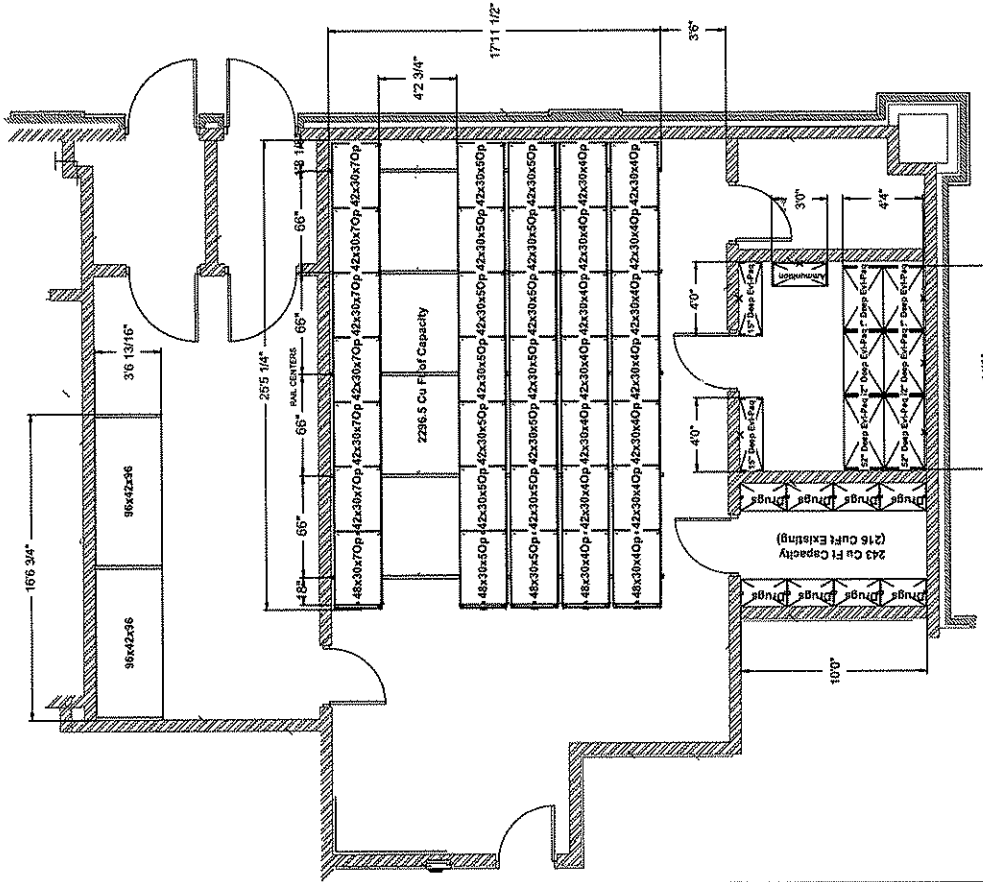
Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

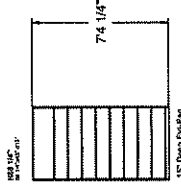


**Your Spacesaver unit is ISO-9001 certified which ensures the highest quality standards available**

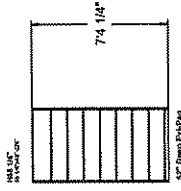
Date



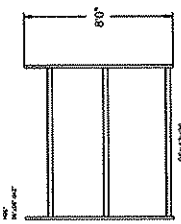
15" Deep  
48" Wide  
9" Centers  
9 Shelves = 207 Pistol Boxes per unit = 414 Total  
For Evi-Paq Pistol Boxes  
Full Height Back Panel  
Case Style Uprights



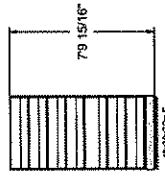
26" B2B Shelving = 52" Deep  
Case Style Uprights  
10.5" Center to Center  
8 Openings  
Will Hold Approximately 504 Rifle Boxes  
Back Unit has Full Back Panels



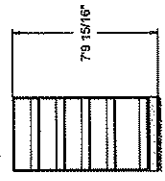
Large Evidence Storage  
96" Wide  
96" Tall  
42" Deep  
3 Openings & Adjustable  
Metal Slat Decking



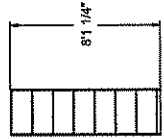
15" deep  
12" Center to Center  
7 Openings



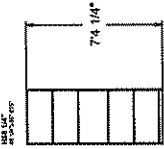
15" deep  
16" Center to Center  
5 Openings



15" deep  
13 1/2" Center to Center  
7 Openings



15" deep  
16 1/2" Center to Center  
5 Openings



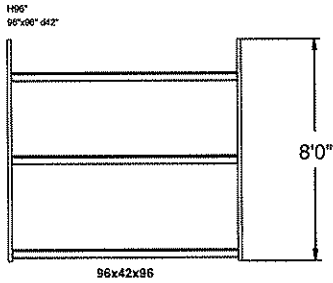
# CONWAY POLICE DEPARTMENT PROPERTY AND EVIDENCE CONWAY, AR

Scale:	Sheet:
1:120	1 of 1
Printed Date:	Drawn By:
02/06/2008	J.S. / M.Matthews
Drawing:	
Number:	CPDSTO-1
Salesperson:	Justin Story

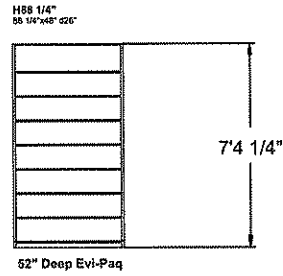
**SOUTHWEST SOLUTIONS GROUP**  
business organization systems  
Texas • Oklahoma • Kansas  
Arkansas • Mississippi • Tennessee  
Toll Free 1-800-903-1083  
www.southwestsolutions.com

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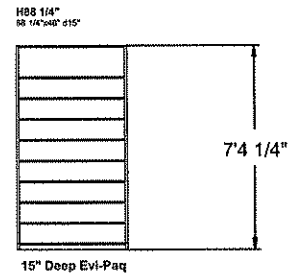
**Large Evidence Storage**  
 96" Wide  
 96" Tall  
 42" Deep  
 3 Openings & Adjustable  
 Metal Slat Decking



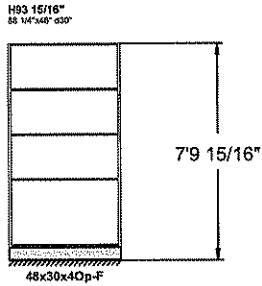
**26" B2B Shelving = 52" Deep**  
 Case Style Uprights  
 10.5" Center to Center  
 8 Openings  
 Will Hold Approximately 504 Rifle Boxes  
 Back Unit has Full Back Panels



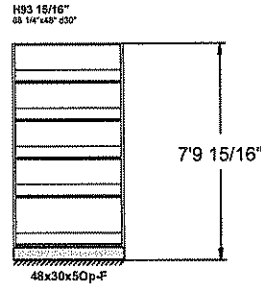
**15" Deep**  
 48" Wide  
 9" Centers  
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 Full Height Back Panel  
 Case Style Uprights



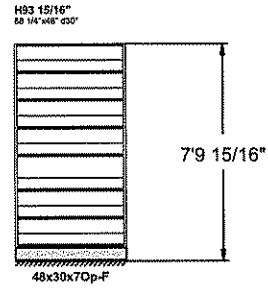
**15" deep**  
 19.5" Center to Center  
 4 Openings



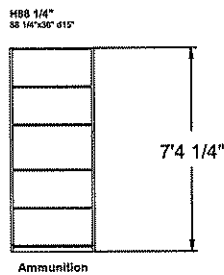
**15" deep**  
 16" Center to Center  
 5 Openings



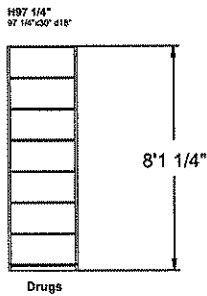
**15" deep**  
 12" Center to Center  
 7 Openings



**15" deep**  
 16 1/2" Center to Center  
 5 Openings



**15" deep**  
 13 1/2" Center to Center  
 7 Openings

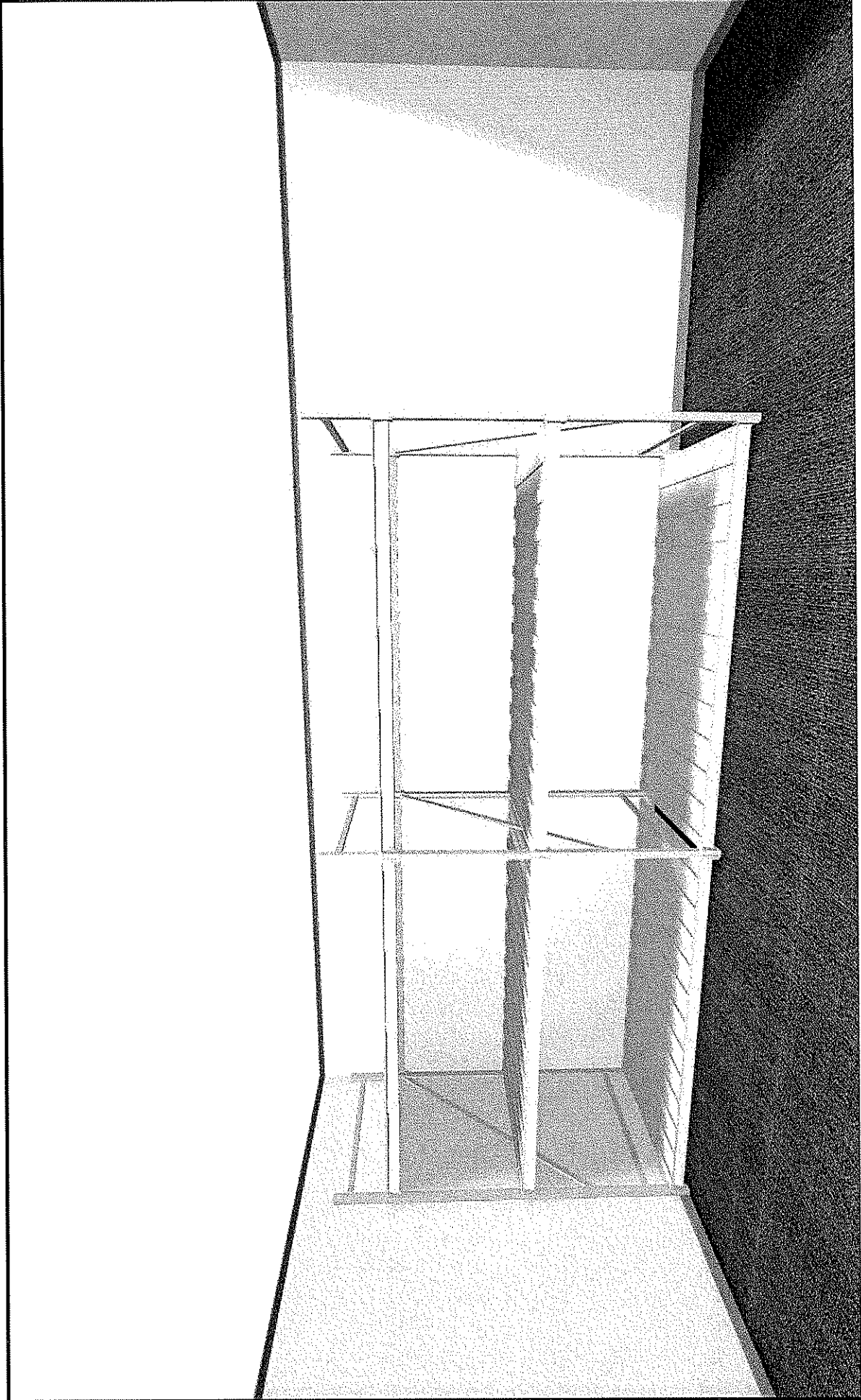



**SOUTHWEST SOLUTIONS GROUP**  
*business organization systems*  
 Texas • Oklahoma • Kansas  
 Arkansas • Mississippi • Tennessee  
 Toll Free 1-800-803-1083  
 www.southwestsolutions.com

Drawing Number: CPDSTO-1	Revision:
Printed Date: 02/06/2008	Drawn By: M. Matthews
Scale: 1:80	Sheet: 1 of 1
Salesperson: Justin Story	

**CONWAY POLICE DEPARTMENT**  
**PROPERTY AND EVIDENCE**  
**CONWAY, AR**

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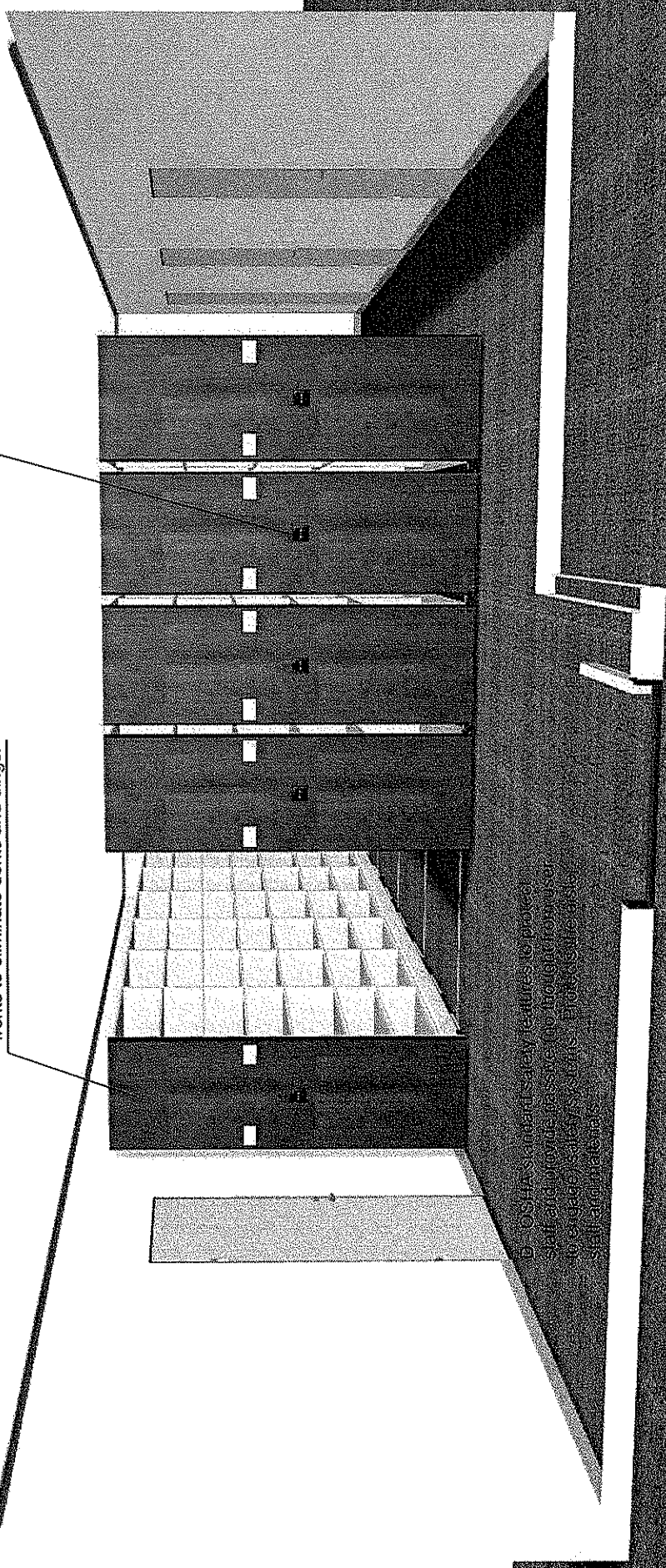


 <p><b>SOUTHWEST SOLUTIONS GROUP</b> business organization systems Texas • Oklahoma • Kansas Arkansas • Mississippi • Tennessee Toll Free 1-800-903-1083 www.southwestsolutions.com</p>		Scale: 3/4" = 1' Printed Date: 02/07/2008 Drawing Number: CPDSTO-1 Salesperson: Justin Story	Sheet: 1 of 1 Drawn By: J.S / M. Matthews	<p align="center"><b>CONWAY POLICE DEPARTMENT PROPERTY AND EVIDENCE CONWAY, AR</b></p> <p><small>Copyright © 2008 Southwest Solutions Group. This material is proprietary and confidential, and the disclosure reproduction by photography, film, blueprint or otherwise or incorporation into any information retrieval system without first receiving written approval from Southwest Solutions Group is expressly prohibited by law.</small></p>
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C - Fire code requires 18" clearance to sprinkler heads.

A - Laminate Face Panels on all fronts to eliminate dents and dings.

F - Push-button controls move all units with one simple touch.



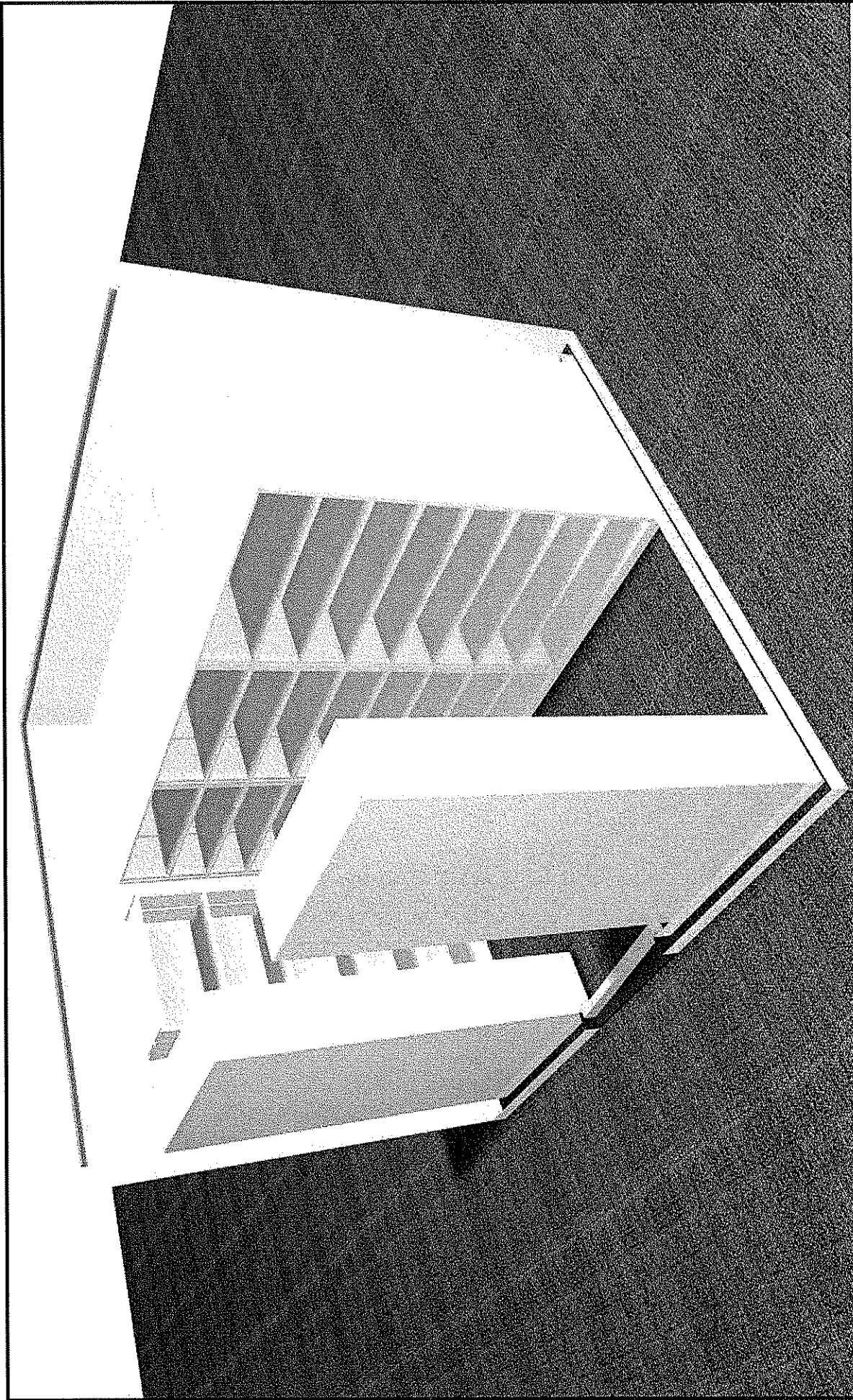
D - OSHA Standards safety features © photo  
 safety and injury prevention for the workplace  
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**CONWAY POLICE DEPARTMENT**  
**PROPERTY AND EVIDENCE**  
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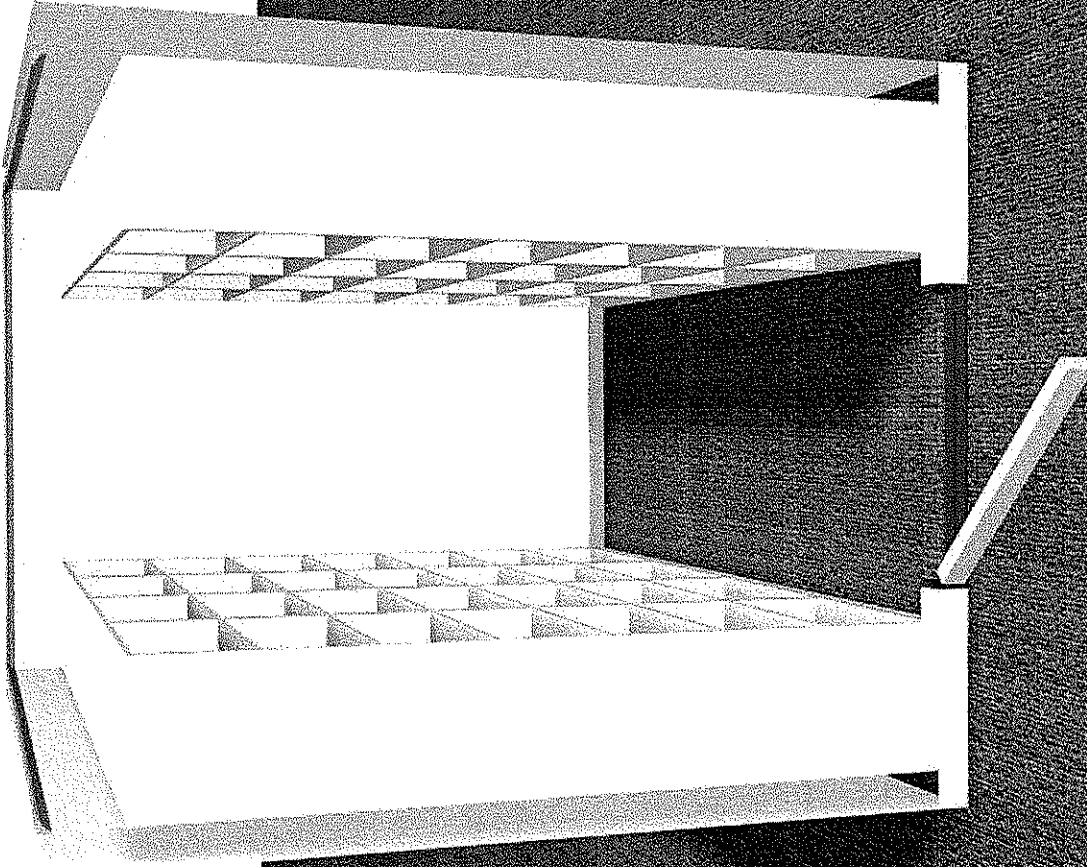


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Sheet:  
1 of 1

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Printed Date:  
02/07/2008

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Number: CPDSTO-1

Salesperson:  
Justin Story



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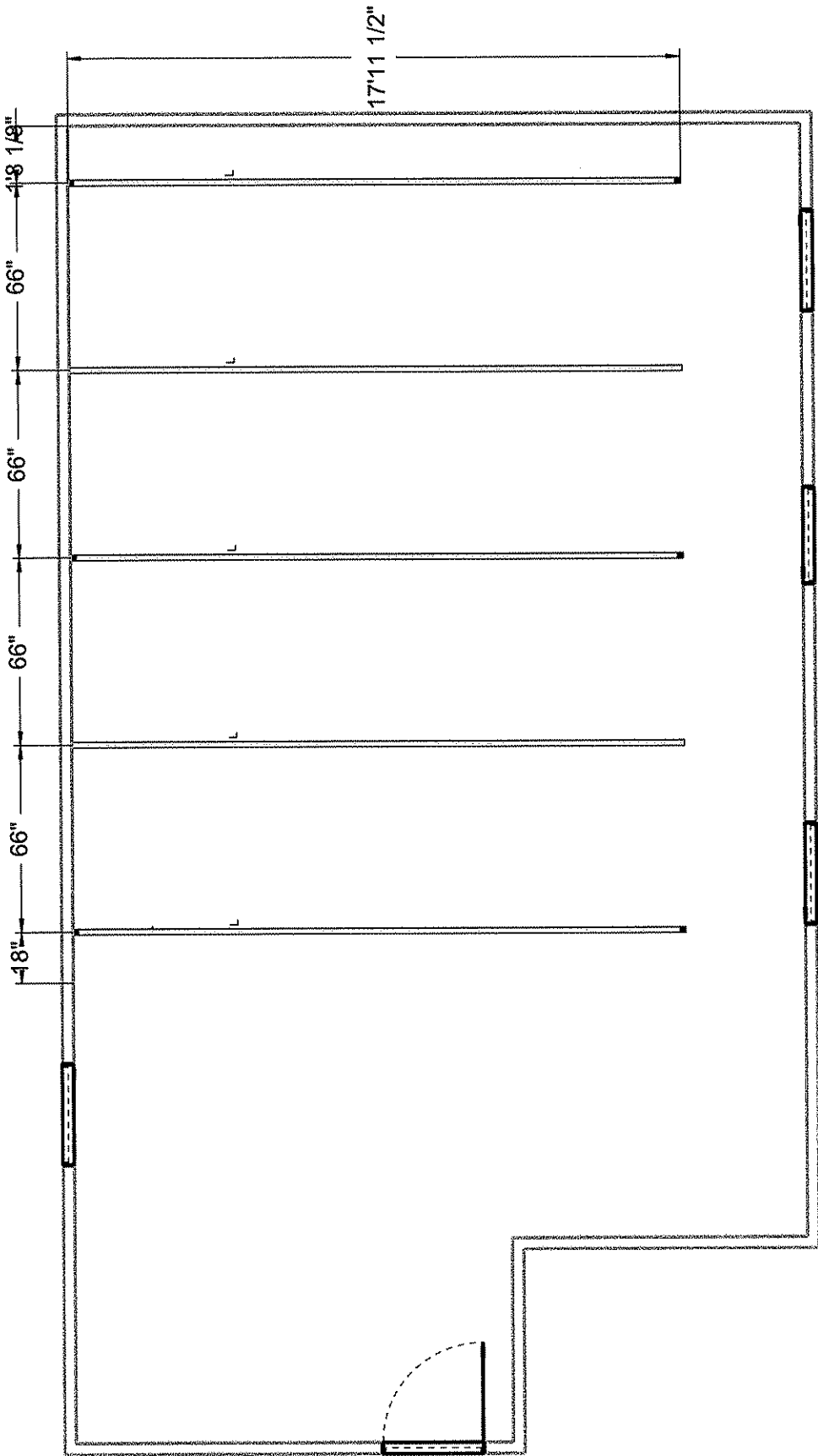
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**City of Conway, Arkansas**  
**Resolution R-08-\_\_\_\_\_**

**A RESOLUTION REQUIRING AN AUDIT OF THE ACCOUNTING RECORDS OF THE CITY OF  
 CONWAY**

**WHEREAS**, amendments to state statute during 2005 require that municipalities indicate through annual resolution their desire to issue audited financial statements performed in accordance with the guidelines and format prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants and the United States Government Accountability Office; and

**WHEREAS**, the City of Conway has issued debt which requires annual audited financial statements prepared in accordance with accounting principles generally accepted in the United States (GAAP) as such principles are modified by the governmental accounting standards promulgated by the GASB and by mandated principles of the State of Arkansas;

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

**SECTION 1:** The City Council of the City of Conway hereby ratifies the completion of an audit for the year ended December 31, 2007, in accordance with the guidelines and format prescribed by the Governmental Accounting Standards Board, the American Institute of Certified Public Accountants and the United States Government Accountability Office.

**PASSED** this 8th day of April, 2008.

**APPROVED:**

\_\_\_\_\_  
**Mayor Tab Townsell**

**ATTEST:**

\_\_\_\_\_  
**Michael O. Garrett**  
**City Clerk/Treasurer**



6E-2

BRYAN S. JEFFREY  
JIM L. PHILLIPS  
DAVID L. MOSLEY  
GARY D. COOPER  
PHILLIP W. COX  
STEVEN G. BOOTH  
MALLORY S. TAYLOR  
MARY ELLEN VANGILDER

March 11, 2008

Mayor Tab Townsell  
Members of the Council  
City of Conway  
1201 Oak Street  
Conway, Arkansas 72032

Dear Mayor Townsell and Members of the Council:

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of City of Conway's financial statements as of and for the year ended December 31, 2007.

### **Communication**

Effective two-way communication between our Firm and the Members of the Council of the City of Conway is important to understanding matters related to the audit and in developing a constructive working relationship.

Your insights may assist us in understanding City of Conway and its environment, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate with us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, illegal acts that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

### **Independence**

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, without our permission no partner or professional employee of Jeffrey Phillips Mosley & Scott, P.A. is permitted to own any direct financial interest or a material indirect financial interest in a client or any affiliates of a client.

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Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with Firm policy. In addition, our policies restrict certain non-audit services that may be provided by Jeffrey Phillips Mosley & Scott, P.A. and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

### **The Audit Planning Process**

Our audit approach places a strong emphasis on obtaining an understanding of how your business functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your business. The development of a specific audit plan will begin by meeting with you to obtain an understanding of business objectives, strategies, risks, and performance.

We will obtain an understanding of internal control to assess the impact of internal control on determining the nature, timing and extent of audit procedures, and we will establish an overall materiality limit for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to first assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk (the susceptibility of an assertion relating to an account balance or class of transactions to a material misstatement, assuming there are no related controls); and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk (the risk that a material misstatement could occur in an assertion and not be prevented or detected on a timely basis by the company's internal control).

We will then determine the nature, timing and extent of tests of controls and substantive procedures necessary given the risks identified and the controls as we understand them.

### **The Concept of Materiality in Planning and Executing the Audit**

In planning the audit, the materiality limit is viewed as the maximum aggregate amount of pretax misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

## **Our Approach to Internal Control Relevant to the Audit**

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of the City's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

## **Timing of the Audit**

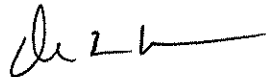
We have scheduled our planning and interim audit fieldwork for the week of April 14, 2008 and our year-end audit fieldwork to begin the week of May 12, 2008. We have planned our review of the final draft of the Comprehensive Annual Financial Report ("CAFR") to begin the week of June 9, 2008. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit and issuance by the deadline of June 30, 2008 for submission of the CAFR to the for evaluation by the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.

## **Closing**

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to City of Conway.

This communication is intended solely for the information and use of the Members of the Council of the City of Conway and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,



David L. Mosley  
Jeffery Phillips Mosley & Scott, P.A.



BRYAN S. JEFFREY  
JIM L. PHILLIPS  
DAVID L. MOSLEY  
GARY D. COOPER  
PHILLIP W. COX  
STEVEN G. BOOTH  
MALLORY S. TAYLOR  
MARY ELLEN VANGILDER

March 10, 2008

Mayor Tab Townsell  
City of Conway  
1201 Oak Street  
Conway, Arkansas 72032

Dear Mayor Townsell:

This letter is to explain our understanding of the arrangements for the services we are to perform for the City of Conway for the year ending December 31, 2007. We ask that you either confirm or amend that understanding.

We will perform an audit of City of Conway's governmental activities, business-type activities, aggregate discretely presented component units, each major fund, and aggregate remaining fund information as of and for the year ended December 31, 2007 which collectively comprise the basic financial statements. We understand that these financial statements will be prepared in accordance with accounting principles generally accepted in the United States of America. The objective of an audit of financial statements is to express an opinion on those statements.

We will also perform the audit of the City of Conway as of December 31, 2007, so as to satisfy the audit requirements imposed by the Single Audit Act and the U.S. Office of Management and Budget (OMB Circular No. A-133).

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America; *Government Auditing Standards* issued by the Comptroller General of the United States; and the provisions of the Single Audit Act, OMB Circular A-133 and OMB's Compliance Supplement. Those standards, circulars, or supplements require that we plan and perform the audit to obtain reasonable rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error, fraudulent financial reporting or misappropriation of assets. Accordingly, a material misstatement, whether caused by error, fraudulent financial reporting or misappropriation of assets, may remain undetected. An audit includes examining, on a test basis evidence supporting the amounts and disclosures in the financial statements. As a result, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit will provide a reasonable basis for our reports.

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In addition to our reports on the City's financial statements, we will also issue the following reports or types of reports:

A report on the fairness of the presentation of the City's schedule of expenditures of Federal awards for the year ending December 31, 2007.

Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal controls.

Reports on compliance with laws, regulations, and the provision of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a direct and material effect on each major program.

A schedule of findings and questioned costs.

The funds that you have told us are maintained by the City and that are to be included as part of our audit are consistent with those of the prior year.

The federal financial assistance programs that you have informed us that the City participates in and that are to be included as part of the single audit are those listed in the December 31, 2006 audit report plus any new sources of federal and state financial assistance received in 2007 which you will inform us of.

The component units whose financial statements you have told us are to be combined with and included as part of the City's basic financial statements are the Planning Commission of the City of Conway, City of Conway Advertising and Promotion Commission, Conway Corporation, and the Public Facilities Board of the City of Conway. There are no component units whose financial statements you have told us will be omitted from the basic financial statements.

An audit of financial statements also includes obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, we will communicate to management and the City Council any significant deficiencies or material weaknesses that become known to us during the course of the audit.

If circumstances arise relating to the conditions of your records, the availability of sufficient, competent evidential matter, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, misappropriation of assets or noncompliance which in our professional judgment prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawal from the engagement.

As you know, management is responsible for (1) the preparation of City of Conway's financial statements and the schedule of federal awards, (2) establishing and maintaining effective internal control over financial reporting and safeguarding assets and internal control over compliance, including monitoring ongoing activities, and for informing us of all significant deficiencies in the design or operation of such controls of which it has knowledge, (3) properly recording transactions in the records, (4) identifying and ensuring that City of Conway complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations, (5) the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving management, employees who have significant roles in internal control and others where the fraud could have a material affect on the financial statements, (6) informing us of its knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, regulators, or others, (7) making all financial records and related information available to us, (8) adjusting the financial statements to correct material misstatements, (9) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings, if applicable, and a corrective action plan; and (10) report distribution including submitting the reporting packages. At the conclusion of our audit, we will request certain written representations from management about the financial statements and matters related thereto. We will also require that you affirm to us that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the opinion units of the financial statements.

The City Council is responsible for informing us of its views about the risks of fraud within the City, and its knowledge of any fraud or suspected fraud affecting the City. We will also determine that certain matters related to the conduct of the audit are communicated to the City Council including (1) fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (2) illegal acts that come to our attention (unless they are clearly inconsequential), (3) disagreements with management and other serious difficulties encountered in performing the audit, and (4) various matters related to the City's accounting policies and financial statements.

City of Conway hereby indemnifies Jeffrey Phillips Mosley & Scott, P.A. and its partners, principals and employees and holds them harmless from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of City of Conway's management, regardless of whether such person was acting in City of Conway's interest. This indemnification will survive termination of this letter.

You have informed us that City personnel intend to prepare a Comprehensive Annual Financial Report (CAFR) and submit it for evaluation by the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. While we will be responsible for reading this document, the primary preparation responsibility will be with City personnel.

The working papers for this engagement are the property of Jeffrey Phillips Mosley & Scott, P.A. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs and the U.S. Government Accountability Office shall have access to the audit working papers upon their request; and that



we shall maintain the working papers for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested workpapers will be provided under the supervision of Jeffrey Phillips Mosley & Scott, P.A. audit personnel and at a location designated by our Firm.

During the course of our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data, if necessary, will be so reflected. Accordingly, you will not expect us to maintain copies of such records in our possession.

Prior to beginning our 2007 audit procedures, we will meet with you and/or your personnel to verify that the City's records are complete, accurate, and fully reconciled and adjusted to an accrual basis, including adjustments and worksheets necessary to reflect the provisions of GASB 34. We also understand that prior to beginning our audit, City personnel will prepare certain items requested by us and detailed in the forthcoming listing entitled Preliminary List of Items Needed for Audit and that City personnel will locate any additional documents selected by us for testing. In the event that City personnel are unable to provide these items, we will be available to assist with the preparation at our standard hourly rates, in addition to the audit fee below. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our report.

As to GASB 34, it is our understanding that the City intends to prepare the accounting entries and related worksheets and provide us with a completed draft of the CAFR, including financial statements prepared in accordance with the new financial reporting model. The timing of the availability of the CAFR and related supporting workpapers is critical to allow us time to include our procedures thereon during our year-end fieldwork. We respectfully request that the financial statements be available to us prior to or shortly after beginning our field work and that the CAFR will be available within two weeks of that time. Should there be additional assistance requested from us related to the presentation of the City's financial statements under GASB 34 outside the scope of our normal auditing procedures, these procedures will be billed in addition to the audit fee below, at our standard hourly rates, and the magnitude of such procedures will be discussed with City personnel prior to these procedures being performed.

Our fee to perform the audit for the year ended December 31, 2007, is estimated at \$66,000 plus an additional amount for the new risk assessment audit procedures required by the Statement of Auditing Standards No. 104-111 not to exceed \$16,000. This fee is consistent with that quoted in our five-year proposal to you dated December 30, 2005 (5% increases per year) and our letter regarding the new auditing standards dated October 5, 2007. All other provisions of this letter will survive any fee adjustment. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client. Accordingly, City of Conway agrees it will compensate Jeffrey Phillips Mosley & Scott, P.A. for any additional costs incurred as a result of the employment of a partner or professional employee of Jeffrey Phillips Mosley & Scott, P.A.

In the event we are requested or authorized by City of Conway or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagements for City of Conway, City of Conway will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

Professional standards and our Firm policies require that we perform certain additional procedures whenever our reports are included, or we are named as accountants, auditors, or "experts" in a document used in a public offering of debt securities. Our report on the financial statements is not to be included in an official statement or other document involved with the sale of debt instruments without our prior consent. Additionally, if you intend to publish or otherwise reproduce the financial statements and/or make reference to us or our audit, you agree to provide us with printer's proofs or master for our review and consent before reproduction and/or release occurs. You also agree to provide us with a copy of the final reproduced material for our consent before it is distributed or released. Our fees for any additional services that may be required under our quality assurance system as a result of the above will be established with you at the time such services are determined to be necessary. In the event our auditor/client relationship has been terminated when the City seeks such consent, we will be under obligation to grant such approval.

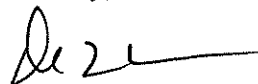
It is agreed by City of Conway and Jeffrey Phillips Mosley & Scott, P.A. or any successors in interest that no claim arising out of services rendered pursuant to this agreement by or on behalf of City of Conway shall be asserted more than two years after the date of the last audit report issued by Jeffrey Phillips Mosley & Scott, P.A.

This letter constitutes the complete and exclusive statement of agreement between Jeffrey Phillips Mosley & Scott, P.A. and City of Conway, superseding all proposals oral or written and all other communication, with respect to the terms of the engagement between the parties.

In accordance with *Government Auditing Standards*, a copy of our most recent peer review report has been provided to you, for your information.

We appreciate the opportunity to be of service to City of Conway and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and date the enclosed copy and return it to us.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Mosley", with a long horizontal flourish extending to the right.

David L. Mosley  
Jeffrey Phillips Mosley & Scott, P.A.

RESPONSE:

This letter correctly sets forth the understanding of City of Conway.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title