



2013

Annual Report

of the

Springdale

City Attorney's

Office

Prepared and Presented to
Springdale City Council
February 25, 2014



**ANNUAL REPORT OF THE
SPRINGDALE CITY ATTORNEY'S OFFICE
FOR THE YEAR 2013
PUBLISHED ON FEBRUARY 25, 2014**

I am pleased to present the Annual Report of the Springdale City Attorney's Office for the year 2013. As you can see, 2013 was a very busy year for the City Attorney's Office. In 2013, the City Attorney's Office experienced some changes in personnel, including two new Deputy City Attorneys: Sarah Sparkman and David Phillips. Also, the City Council authorized making the Discovery Clerk position a full-time position within the City Attorney's Office.



I welcome any feedback you may have on this annual report. If you would like to see other types of information contained in future reports, please let me know. As you know, this office publishes separate reports on DWIs, domestic offenses, and code violations, and these reports provide detailed information on the arrest and prosecution of these offenses in Springdale District Court. I will continue to provide you with this report each year that I serve as City Attorney.

It was truly a pleasure working with each of you in 2013, my first year as City Attorney, and I look forward to another banner year in 2014.

Ernest B. Cate
City Attorney
ecate@springdalear.gov

INTRODUCTION

The Springdale City Attorney's Office is staffed by the City Attorney and three Deputy City Attorneys. In addition to the attorneys, the staff includes six full-time employees.

The City Attorney's Office is divided into three divisions: Criminal Division, Hot Check Division, and Civil/Risk Management Division.

MISSION STATEMENT

The Mission of the Springdale City Attorney's office is to deliver outstanding legal services to the City of Springdale by providing sound legal advice to city officials and employees to help them achieve their goals; representing the city in litigation, and protecting public health, safety, and welfare by effectively prosecuting all misdemeanor crimes and violations which occur within the City of Springdale.

**CITIZEN AND CITY EMPLOYEE INITIATED
CONTACTS WITH THE CITY ATTORNEY'S OFFICE**

In 2013, there were an estimated 24,036 contacts with the City Attorney's Office which involved either a phone call to the office or a citizen or employee of the City coming into our office on business. The following is a breakdown of the type of citizen/employee initiated contacts with our office in the year 2013.



Dixie Putt, Receptionist

**2013
ESTIMATED CITIZEN/EMPLOYEE INITIATED
CONTACTS WITH THE CITY ATTORNEY'S OFFICE***

<u>Nature of Contact</u>	<u>Total Number</u>
Phone Calls	16,679
Persons who came into office on hot checks	886
Persons who came into office (not on hot checks)	
Citizens	4,788
City Employees/Officials	<u>1,683</u>
Total Number of Citizen/Employee Contacts	24,036

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(\*excluding e-mail communications)



# **Criminal Division**

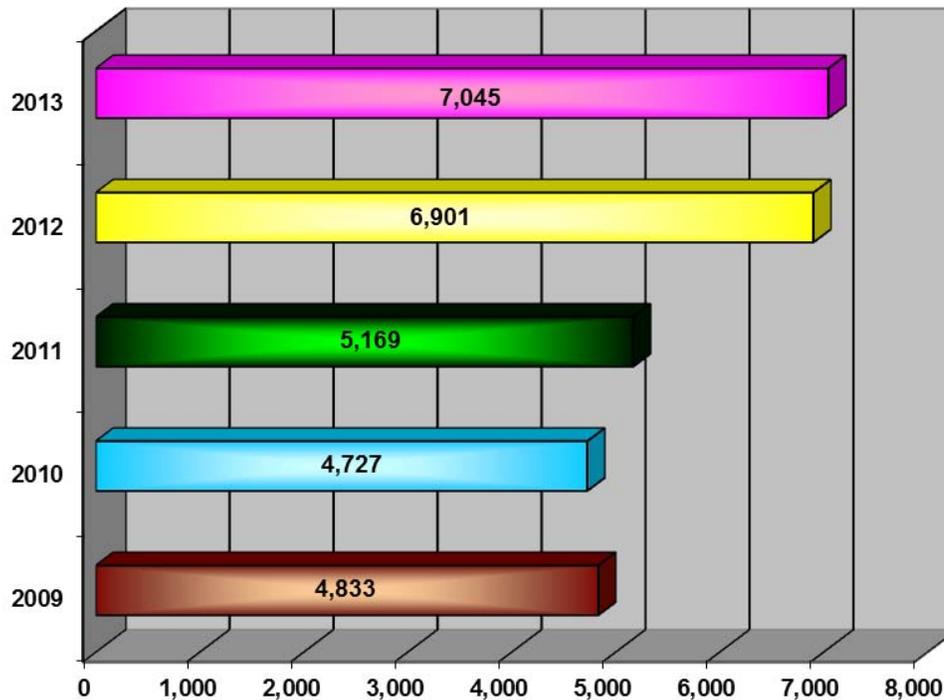


## CRIMINAL DIVISION OF THE CITY ATTORNEY'S OFFICE

### Defendants Handled:

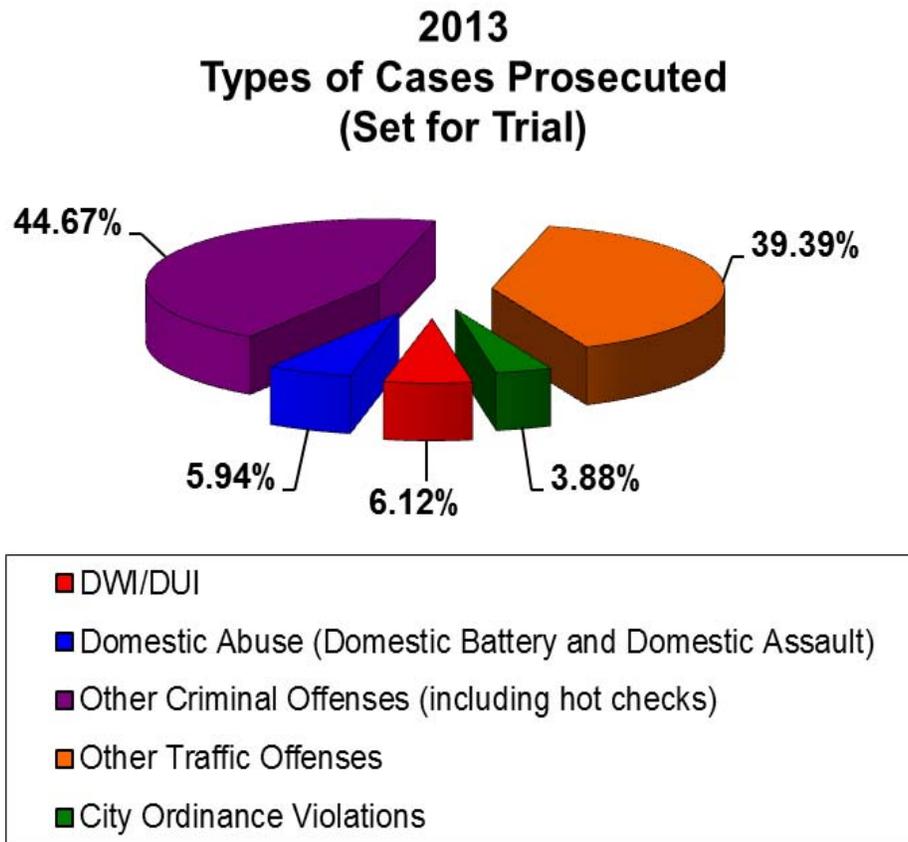
In 2013, the Criminal Division of the City Attorney's Office handled cases involving 7,045 defendants, which is up 2.08% from 2012. Of these 7,045 defendants, 5,461 were handled at trial, while 1,584 were settled before the case went to arraignment. The 5,461 cases (defendants) handled at trial is the highest number the City Attorney's Office has ever handled in any calendar year. The previous high on cases handled at trial was 5,303 from 2012, and the 5,461 defendants handled at trial in 2013 represents an increase of 2.98%. Set out below is a chart showing the total number of defendants handled by the City Attorney's Office the past five years. The 7,045 total was the highest number of defendants the City Attorney's Office has handled in the past five years.

**Total Court Cases (Defendants) Handled By City  
Attorney's Office  
2009-2013**



## Type of Criminal Cases Handled in Court During 2013:

The Springdale City Attorney's Office prosecuted a total of 11,379 criminal charges on the 5,461 defendants set for trial in 2013 (most defendants had more than one charge). This represents an increase of 8.99% over 2012. Of the 11,379 total charges prosecuted at trial, the following is a percentage breakdown by the type of charge:



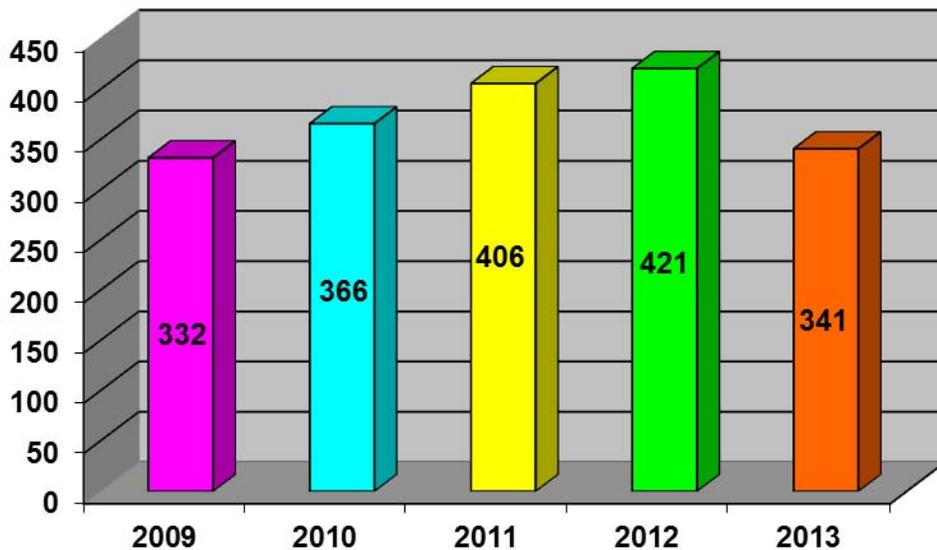
**Warrants/Summons Issued:**

The Criminal Division of the City Attorney's Office issued a total of 341 affidavits, which resulted in an arrest warrant or criminal summons being issued during the year 2013. The next chart sets out the total number of affidavits prepared for the issuance of warrants or a summons in the past five years.



**Taylor Samples  
Deputy City Attorney**

**Affidavits For Warrant/Criminal Summons  
Issued by City Attorney's Office 2009 - 2013**



Some of the warrants or summons issued were a result of citizens making contact with our office and filing a complaint. However, in 2013, there were 254 cases from the Criminal Investigation Division of the Springdale Police Department sent to our office for a decision on whether a warrant should be issued. This number is almost identical to the 252 cases referred from CID to the City Attorney's Office in 2012.

### **2013 Activity by Victim Advocate:**

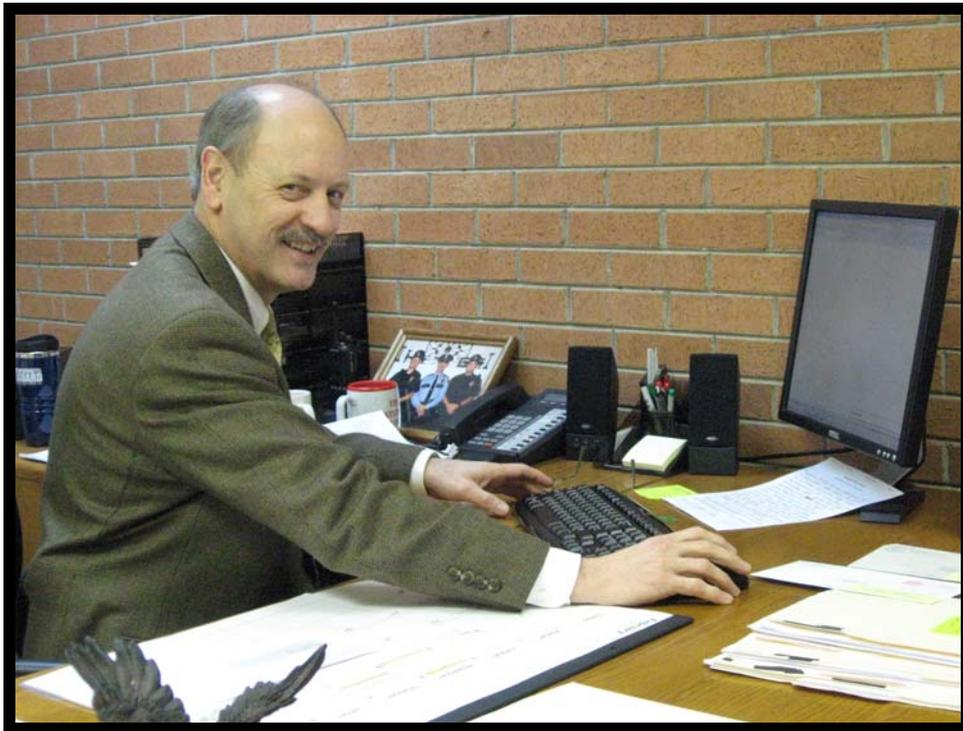
Lynda Belvedresi acts as Case Coordinator/Victim Advocate for the City Attorney's Office. One of her main duties involves contact with misdemeanor domestic abuse victims. In 2013, Lynda contacted 94 intimate domestic violence victims and 25 non-intimate domestic victims for a total of 119 victims contacted. This is an increase of 54.54% over 2012. In addition, Lynda prepared 741 judgments for court cases and drafted 48 prosecutor subpoenas in 2013.



Lynda Belvedresi, Case Coordinator/  
Victim Advocate

### **Restitution Paid to Crime Victims:**

In 2013, the City Attorney's Office, in a partnership with the Springdale District Court, collected \$136,874.88, which was paid to crime victims of the City of Springdale, a 9.75% increase over 2012. This does not include hot check violations, which are set out later in this report. Counting the two together, non-hot check restitution paid to victims and hot check restitution paid to victims, our office was responsible for collecting a total of \$240,493.84 for crime victims of the City of Springdale in the year 2013, a 2.89% increase over 2012.



Steve Helms, Investigator

### **2013 Activity by Investigator:**

The main functions of Steve Helms, the Investigator in the City Attorney's Office, are to serve subpoenas, locate witnesses needed for court, locate persons who have warrants issued by our office, and to investigate various matters referred to our office. In 2013, the Investigator contacted 412 victims and 182 witnesses, totaling 594 persons contacted. The Investigator also investigated 215 different incidents, which required follow-up investigation. He also served 269 subpoenas (a 37.95% increase over 2012), and was instrumental in the service of 496 warrants/summons.

Steve was also very instrumental in helping improve school bus safety. In 2013, Steve investigated 73 complaints of drivers passing a stopped school bus, after the school bus driver forwarded a complaint to the City Attorney's Office. He also attended in-service training for school bus drivers, attended a safety briefing for Ozark Regional Transit drivers to review school bus laws and penalties, and assisted in an article for the *Morning News* about school bus complaints.

### **Other 2013 Activities Generated by the Criminal Division:**

In addition to the above listed activities, the attorneys of the City Attorney's Office wrote 662 letters and memos concerning criminal matters in the year 2013, an increase of 12.97% over 2012. The office also answered a total of 2,186 discovery requests from defense attorneys. When a discovery request is filed with the City Attorney's Office, our office has to provide the information related to the case to the defense within a certain amount of time, as required by law. Most discovery requests are now answered by email, which saves copy and postage costs. The 2,186 discovery requests answered by the City Attorney's Office in 2013 was an increase of 168.55% over 2012 (814 requests in 2012). The increase is due primarily to the fact that in 2013, the Springdale City Council approved making the File/Discovery Clerk a full-time position within the City Attorney's Office.



Jacquie Roth, File/Discovery Clerk

In order to improve efficiency, the City Attorney's Office applied for and was approved for the installation of an ACIC terminal in the City Attorney's Office in June of 2013. In connection with this, four (4) employees of the City Attorney's Office attended and completed the necessary training to become ACIC certified in June 2013.

**Studies Published in 2013:**

The City Attorney's Office published its 2012 annual activity report on January 22, 2013; and a study on DWI arrests and prosecutions for the year 2012. All reports can be accessed on our website by going to the City of Springdale website at [www.springdalear.gov](http://www.springdalear.gov), going to "Departments" and clicking on "City Attorney."



**Ernest Cate, City Attorney**

## **Training:**

Employees in the City Attorney's Office attended training in the following areas:

- *DWI Prosecution*, sponsored by the Arkansas Prosecuting Attorney's Association, 5/30/13 - 5/31/13
- Arkansas Municipal League Winter Meeting, January 2013
- *FOIA Training*, presented by the Arkansas Municipal League
- International Municipal Lawyer's Association (IMLA) annual conference 9/29/13 - 10/02/13

## **2013 Community Involvement and Other Programs:**

In 2013, the City Attorney's Office continued to distribute material aimed at combating drunk driving, domestic abuse, and educating the public on the seriousness of passing school buses that are stopped with red lights flashing. In addition to the pamphlets, the City Attorney's Office made the following presentations or contacts with the community:

- Brooke Lockhart, Deputy City Attorney, was the liaison from our office with the Law and Public Safety Academy at Springdale High School and she served as a coach for the Springdale High School Mock Trial team, which team placed 2<sup>nd</sup> in regional competition and the team advanced to the semi-finals at the State competition (a first for a team from Springdale High School);
- 10/23/13 - Ernest B. Cate, City Attorney, spoke to the noon Lion's Club in Springdale;
- 10/10/13 - Sarah Sparkman, Deputy City Attorney, participated in a legal writing panel at the University of Arkansas School of Law;
- 11/15/13 - Sarah Sparkman, Deputy City Attorney, served as a Judge in the Regional Moot Court competition at the University of Arkansas School of Law;
- 7/12/13 - Ernest B. Cate, City Attorney, conducted a New Laws Class for the Springdale Police Department;
- 1/29/13 - Ernest B. Cate, City Attorney, attended the Chamber of Commerce legislative reception in Little Rock;

- 5/09/13 - Ernest B. Cate, City Attorney, represented the City at the EAST assembly and awards ceremony at Har-Ber High School;
- 5/21/13 - Ernest B. Cate, City Attorney, attended neighborhood POA meeting to discuss code violations and procedures;
- 10/31/13 - Ernest B. Cate, City Attorney, had job shadow for Springdale District Court;
- 12/05/13 - Springdale Law Academy attended Springdale District Court;
- 12/12/13 - Ernest B. Cate, City Attorney, participated in panel discussion for Leadership Springdale;
- 12/18/13 - Sarah Sparkman - attended Springdale High School Law Academy Advisory Board meeting;



# Hot Check Division



## HOT CHECK DIVISION

The Hot Check Division continues to be very successful in collecting money for merchants. A total of 849 hot checks were brought into our office by merchants for collection in 2013. This is down from the 979 hot checks brought into the office for collection in 2012. The number of hot checks continues to decline because many merchants no longer take checks, often taking debit cards or credit cards instead. In 2007, the City Attorney's Office received 2,989 hot checks for collection and the number of checks brought in since then continues to decrease.

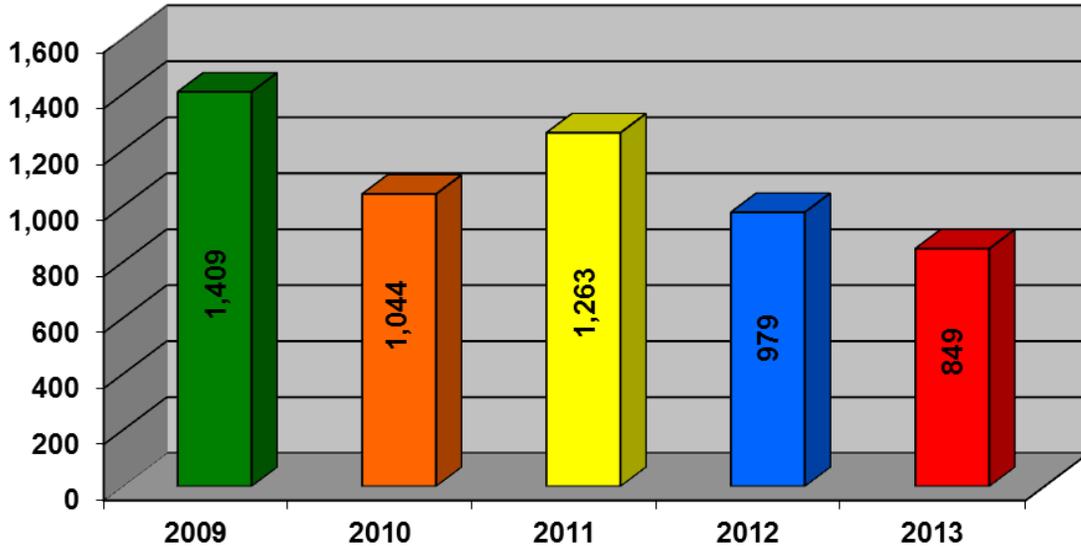


Linda Brown  
Hot Check Administrator

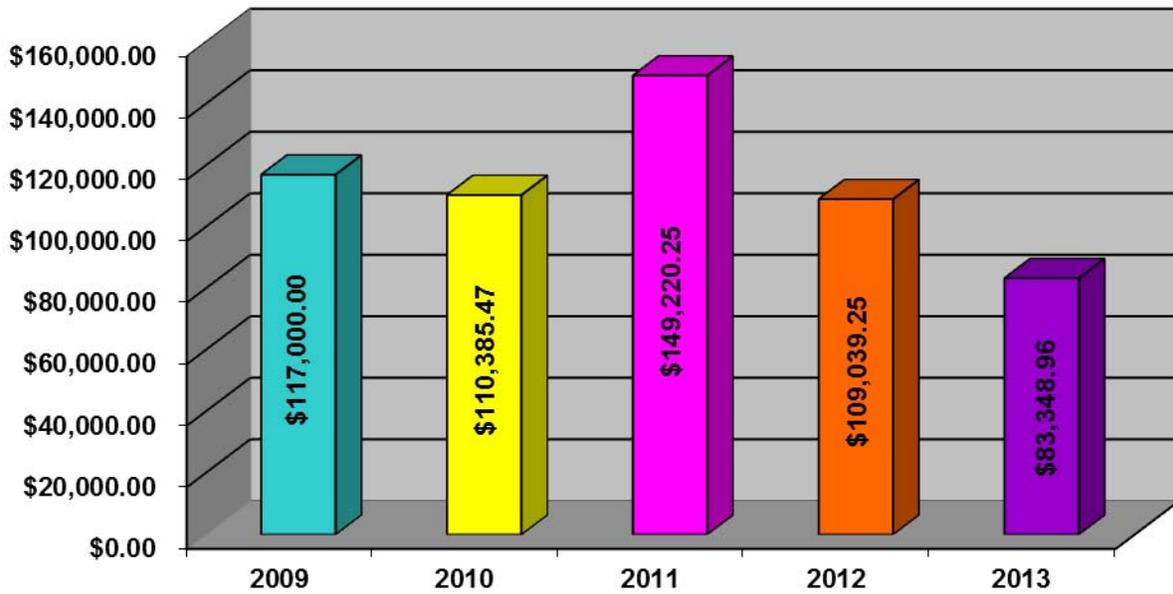
In 2013, \$83,348.96 was paid to merchants of the City of Springdale who were the victims of hot check writers. This is down from the \$109,039.25 paid to merchants in 2012.

The two graphs that follow reflect how many hot checks have been brought into our office by merchants the last five years, as well as how much money our office has paid to merchants in the last five years.

**Number of Hot Checks Brought to  
City Attorney's Office for Collection  
2009 - 2013**



**Total Amount Paid to Merchants  
2009 - 2013**



The City Attorney's Office collected \$20,270.00 in fees for prosecution of hot checks in 2013. These fees are paid by the offenders and defray the cost of administering the program.



# Civil Division



**CIVIL/RISK MANAGEMENT DIVISION**

**2013  
CIVIL/RISK MANAGEMENT DIVISION  
ACTIVITIES**

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| <b><u>Activity</u></b>                                                                         | <b><u>Total Number</u></b> |
|------------------------------------------------------------------------------------------------|----------------------------|
| Letters/Memos Written (43.73% increase)                                                        | 585                        |
| Resolutions drafted for Council                                                                | 50                         |
| Ordinances drafted for Council                                                                 | 71                         |
| <i>The M.A.P.</i> newsletter published                                                         | 2                          |
| C.A.L.L. newsletter published                                                                  | 4                          |
| Other legal documents prepared<br>(includes contracts, deeds, etc.)                            | 207                        |
| Lawsuits Handled                                                                               | 27                         |
| Other Legal Matters:<br>~ Property referrals from Code<br>Enforcement for lien or raze/removal | 183                        |
| Amount of public funds recouped from<br>clean-up liens in 2013                                 | \$13,873.04                |
| Meetings Attended of City Council,<br>Commissions or Boards (including<br>Committee Meetings)  | 102                        |
| SNAP (Springdale Nuisance Abatement<br>Partnership) meetings attended                          | 12                         |



**Sarah Sparkman  
Deputy City Attorney**

## **Code Enforcement Involvement**

The law gives cities the authority to remedy ordinance violations on private property and then recover the costs associated therewith as a lien on the property. In 2013, the Code Enforcement Division referred 183 of these properties to the City Attorney's Office for action, a 24.49% increase over 2012.

In 2013, the City Attorney's Office was successful in recouping a total of \$13,873.04 in public funds that had been expended to remedy code violations on private property.

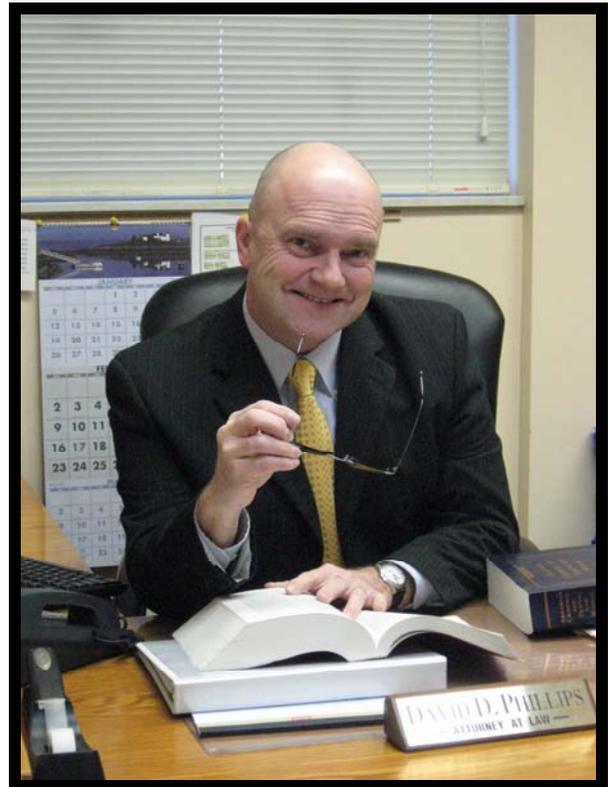
Some of the amounts recovered in 2013 were recovered without having to file a lien on the property. In those cases, the City remedied the violation, the City Attorney's Office made demand for the amount expended by the City, and payment was made to the City prior to a lien being filed. This method accounted for the recovery of \$11,485.85.

Many times, however, a demand by the City was not enough to recover the amount spent to bring a property in compliance. In those instances, the City Attorney's Office prepared, and the City Council passed an ordinance placing a lien on the property in the amount spent by the City to bring the property into compliance. In 2013, the City placed a lien on 78 such properties, a 200% increase over 2012. With a property lien, the City's interests are adequately protected, and the funds will be recovered by the Tax Collector as back taxes. In 2013, the City received payments totaling \$2,387.19 from liens.

In addition, in 2013 the Building Inspector's Office delivered 11 unsafe structures files to the City Attorney's Office for raze and removal. Of these 11 unsafe structures, the City Council passed ordinances to raze and remove 2 of the 11 unsafe structures. One of these 2 property owners obtained building permits to remedy the situation, and 1 case is still pending. The other 9 raze and removal properties are still pending.

### **2013 S.N.A.P. Involvement**

In addition to taking action to recover public funds that have been spent to remedy ordinance violations on private property, the City Attorney's Office also actively participates in SNAP. SNAP (Springdale Nuisance Abatement Partnership) was established in 2006. The partnership includes the following departments of the City of Springdale: Police Department, Fire Department, Building Inspection, Code Enforcement, Planning and Community Development, Public Works, and the City Attorney's Office. The partnership also includes local representatives from the State Alcoholic Beverage Control and representatives from the Arkansas Department of Health.



**David Phillips**  
**Deputy City Attorney**

SNAP holds a monthly meeting at 11:00 a.m. the first Wednesday of every month. These meetings are designed to allow each department to address nuisance and code enforcement issues throughout the City of Springdale, including remedies and solutions to abate these nuisances. The result of these meetings is an organized and coordinated effort to abate nuisances and code violations in the City of Springdale. In 2013 the City Attorney's

primary representative to the SNAP team was Brooke Lockhart, Deputy City Attorney, and then Sarah Sparkman, Deputy City Attorney.

A representative of the City Attorney's Office also attends meetings with owners of businesses who willingly cooperate with the SNAP team in addressing solutions to problems on their property. If the nuisance business does not comply, the business license revocation ordinance is utilized.

### **Training Conducted by City Attorney's Office:**

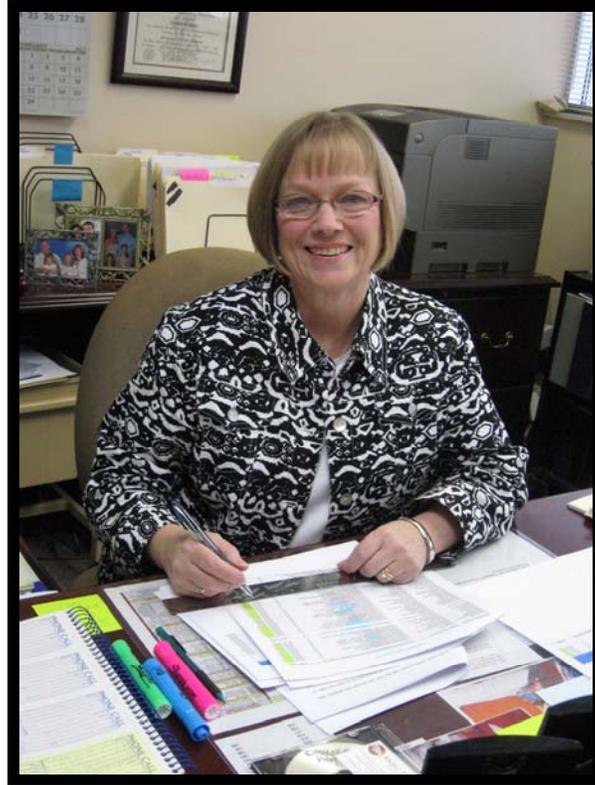
The City Attorney's Office conducted the following training in 2013:

- *Northwest Arkansas Basic Police Academy* - taught criminal law, criminal procedure and civil liability on February 4, 2013 through February 6, 2013 and August 12, 2013 through August 14, 2013 (48 hours); taught Testifying in Court on January 23, 2013, and July 31, 2013 (6 hours) - (54 total hours)
- *New Laws Classes* - taught a class to the Springdale Police Department on the new laws generated from the 2013 session of the Arkansas General Assembly (4 total hours)
- *New Sergeant Training* - On August 20, 2013, taught a class to the new Sergeants (2 hours)
- *Animal Services Training* - provided training to Animal Services Officers on January 21, 2013, January 22, 2013, and September 6, 2013 (5 hours)

*Total Hours Training conducted* = 65 hours in 2013

### **Risk Management Meetings**

The City Attorney's Office conducted risk management meetings along with the Human Resource Director with every department of the City of Springdale in 2013. This consisted of a total of 12 hours in meetings on risk to the City and ways to avoid liability.



**Cindy Horlick,  
Administrative Legal Assistant/Paralegal**

### **Other Activities of the Civil/Risk Management Division**

The City Attorney's Office was involved in other aspects of Civil/Risk Management in 2013. The City Attorney's Office represented the City of Springdale at two (2) hearings before the Arkansas Beverage Control Board in Little Rock, and also represented the City before the Arkansas Public Service Commission during a week-long hearing in Little Rock in August of 2013. The City Attorney's Office involvement resulted in a favorable outcome for the City in each of those matters.

In addition, a City Alderman resigned from the City Council in 2013, thereby prompting the requirement of a special election to fill the vacated seat on the City Council.

## **Personnel Changes in the City Attorney's Office in 2013**

The City Attorney's Office experienced a change in personnel in 2013. Ernest B. Cate was sworn in as City Attorney on January 2, 2013, replacing Jeff Harper, who had been City Attorney since 1986. In addition, two Deputy City Attorney's, Jon Nelson and Brooke Lockhart, left the City Attorney's Office. Sarah Sparkman was hired as Deputy City Attorney in May of 2013, and David Phillips was hired as Deputy City Attorney in September of 2013.



**Ernest Cate, City Attorney  
Taylor Samples, Sarah Sparkman and David Phillips, Deputy City Attorneys**



**Jeff Harper, Springdale District Judge, swearing in Sarah Sparkman, as Deputy City Attorney**



**Jeff Harper, Springdale District Judge, swearing in David Phillips as Deputy City Attorneys**



**A**  
**Proactive**  
**Office**



## A PROACTIVE OFFICE

The Springdale City Attorney's Office strives to be proactive. The following are ways the City Attorney's Office is proactive:

### 1. PUBLICATIONS

A. **The C.A.L.L.** ~ The C.A.L.L. (City Attorney Law Letter) was first published by our office on July 1, 1997. The goal of the publication is to provide Springdale police officers with the latest information on case law, laws passed, and other legal issues effecting law enforcement. C.A.L.L. is published by our office each quarter, on January 1, April 1, July 1 and October 1. We also put the latest edition of C.A.L.L., as well as archived issues of C.A.L.L. on our web site which can be accessed at: <http://www.springdaleark.org/cosa/call.htm>

B. **The M.A.P.** ~ The M.A.P. (Municipal Attorney Periodical) was first published by our office on September 1, 1998. The goal of this publication is to provide legal information to elected officials of the City of Springdale (Mayor, City Council, and City Clerk), as well as officials appointed to boards and commissions of the City of Springdale, department heads, and supervisors of the City. The newest laws, case decisions, and legal issues effecting these positions are covered in *The M.A.P.* *The M.A.P.* is published semi-annually, on March 1 and September 1. We also put the latest edition of *The M.A.P.*, as well as archived issues of *The M.A.P.* on our web site which can be accessed at: <http://www.springdaleark.gov/cosa/map.htm>

2. **RISK MANAGEMENT MEETINGS** ~ In partnership with the Mayor's office and personnel office of the City, the City Attorney, personnel officer, and the department head and risk manager of each department meet annually to discuss liability issues effecting that department. A review is made of potential legal issues effecting that department in the future and the previous year is reviewed as to risk management issues (such areas as number of employees hurt on the

job, workers compensations claims filed, accidents that occurred, new policies/procedures initiated, and other liability issues).

3. **ATTORNEY AVAILABILITY TO SETTLE TRAFFIC TICKETS ~** Our office always has an attorney on duty during regular business hours to meet with persons who want to settle traffic tickets involving minor traffic offenses (such as speeding, disobeyed traffic signal, etc.) before their arraignment date in Springdale District Court. This program is in partnership with the Springdale District Court. By settling these tickets before arraignment, the court docket is more efficient because there are fewer cases set for trial, and the citizen is able to settle their ticket without making an appearance in court, which involves additional inconvenience to the citizen.
  
4. **ATTORNEY AVAILABILITY FOR FILING CHARGES AND MEETING WITH VICTIMS ~** Our office always has an attorney on duty to meet with victims of crimes. This includes victims on cases in which the offender has already been arrested, as well as cases in which the victim is wanting to file new charges.

No appointments with an attorney have to be made and the victim can just walk into our office during normal business hours, at a time convenient to the victim. Our office also has an attorney assigned to each criminal investigation case sent to our office by the Criminal Investigation Division (CID) of the Springdale Police Department.

5. **CITIZEN/POLICE CONTACT THROUGH OUR WEB SITE ~** Our office has a web site ([www.springdalear.gov](http://www.springdalear.gov)) and citizens can make inquiries to our office through email. This is another way in which citizens can make contact with our office, and get a response at times convenient to them. On our web site we also have information posted weekly on officers we need for court. This way, police officers needed for court can log on to our web site and find out if they are needed for court without having to personally contact our office.

6. **PERSONNEL PERFORMANCE/APPRAISAL AUDITS ~**

The City Attorney will contact several persons each year who have dealt with the City Attorney's Office, and will get their opinion on their dealings with the City Attorney's Office. In the past, we have found areas we needed to improve on as a result of this process. When contact is made with the citizen, they are asked such questions as how long they had to wait in our waiting room before having their business taken care of, how they felt they were treated, how well they were satisfied with the services provided, and whether they have any suggestions for improvement.

7. **MONITORING CRIMINAL CASES ~**

A. **Monitoring Cases Through the City's Computer System.** The City Attorney's Office monitors criminal cases contained in the City of Springdale computer system. For instance, we log all DWI arrests, domestic violence arrests, and domestic violence cases in which the suspect was not arrested. This allows for early identification of any problems with the cases. It further allows us to make quicker contact with the victims. For instance, by monitoring the cases, we are able to identify persons who are victims of DWI crashes. We then send the victims a letter before the offender goes to court and ask them to contact our office concerning the damages they incurred. At this stage, it is often found out that the defendant did not have insurance and restitution is pursued through the prosecution. By early intervention in the case, there is a greater chance the victim will receive restitution from the offender.

B. **Monitoring Cases at Arraignment.** The City Attorney assigns an attorney from the office to all arraignments held at the Springdale District Court. The attorney assigned reviews each major criminal case for potential problems in prosecution. For example, by reviewing records of the person being arraigned for DWI, the attorney assigned to arraignment has discovered that the defendant has pending DWI cases in other jurisdictions, and this allows us to monitor the cases from the

other courts (for example, the defendant at Springdale may have three pending cases in other jurisdictions for DWI, which would make the Springdale case a No. 4, which is a felony). The arraignment prosecutor is also able to bring up issues of restitution, in the event the defendant pleads guilty at arraignment. This allows us an opportunity to collect restitution for victims more efficiently.

8. **TRAINING** ~ In a partnership with other City departments, our office, on a regular basis, provides training to Springdale police officers, and often times other personnel of the City. The training is designed to identify and solve potential legal problems before they occur. For instance, we usually conduct a one week training class each year for police officers who have been on the street approximately two years or less (in a seminar called Legal Survival Skills for Rookies). We also, on a bi-annual basis, provide training for Council members who have just been elected to the City Council. All Council members, as well as City Board and Commission members, and department heads are encouraged to contact our office any time they identify a potential legal problem, or have a question.
9. **INFORMATIONAL BROCHURES** ~ Our office publishes a number of brochures on a variety of issues. We have brochures explaining the procedure of what is going to happen for persons filing charges in our office, brochures on preventing domestic violence and drunk driving, a brochure which provides information to persons whose land is being effected by city projects, a brochure on parking in residential zoning districts, and a brochure to provide education to persons on the law concerning passing stopped school buses, while the bus is stopped with its red lights flashing.
10. **PROGRAMS IN SCHOOLS** ~ In a partnership with the Police Department School Resource Officers and the Springdale Public Schools, our office has made presentations to the Law and Public Safety Academy at the Springdale High School, as well as other schools within the City of Springdale.

11. **ORDINANCE REVIEW** ~ The City Attorney's Office, in partnership with the Springdale City Council, routinely reviews ordinances of the City of Springdale to ensure our ordinances are kept up to date and current with new laws and case decisions.
12. **CIVIL SERVICE RULES AND REGULATIONS REVIEW** ~ The City Attorney's Office, in partnership with the Civil Service Commission and the Police Chief and Fire Chief, routinely reviews the Civil Service Rules and Regulations to make sure they are kept up to date and current with new laws and case decisions. In 2008, in a partnership with the Springdale Police Department, Springdale Fire Department, the Department of Information Services, and the Springdale Civil Service Commission, the Civil Service Rules and Regulations were made available online through the City of Springdale website. Persons wanting to access these rules and regulations can go to the website of the Springdale Fire Department or Springdale Police Department and click on "Civil Service Commission," which is a link set out on the left side of each department's home page. After accessing the Civil Service homepage, click on Rules and Regulations.
13. **PERSONNEL RULES AND REGULATIONS** ~ In partnership with the Mayor's office, the Human Resource Officer, and our department, the Personnel and Procedures Manual is routinely reviewed to make sure such policies are kept up to date and current with new laws and case decisions. In partnership with these three departments, as well as the Department of Information Services, the Personnel and Procedures Manual can now be accessed through the City of Springdale website ([www.springdalear.gov](http://www.springdalear.gov)), click on "Careers" to the left, and then click on "Personnel and Procedures Manual" to the left.

**STAFF OF CITY ATTORNEY'S OFFICE**

Ernest B. Cate ~~~~~ City Attorney

Taylor Samples ~~~~~ Deputy City Attorney

Sarah Sparkman ~~~~~ Deputy City Attorney

David Phillips ~~~~~ Deputy City Attorney

Steve Helms ~~~~~ Investigator

Cindy Trimble ~~~~~ Administrative Legal Assistant/Paralegal

Lynda England ~~~~~ Case Coordinator/Victim Advocate

Linda Brown ~~~~~ Hot Check Administrator

Dixie Putt ~~~~~ Receptionist

Jacque Roth ~~~~~ File/Discovery Clerk