

2015
Annual Report
Of the



Springdale
City Attorney's Office

Prepared and Presented to Springdale City Council

February 23, 2016

**ANNUAL REPORT OF THE
SPRINGDALE CITY ATTORNEY'S OFFICE
FOR THE YEAR 2015
PUBLISHED ON FEBRUARY 23, 2016**

I am pleased to present the Annual Report of the Springdale City Attorney's Office for the year 2015. As you can see, 2015 was a very busy year for the City Attorney's Office. Each year presents new challenges and new opportunities for our office. 2015 was no different. Various new issues, and new challenges, presented themselves in 2015. Through it all, I am very honored and blessed to have the opportunity to serve the citizens of the City of Springdale as their City Attorney.



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 a report on DWIs, No Drivers' License offenses, and publishes the CALL and the MAP, and these reports provide detailed information on the arrest and prosecution of other 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 2015, and I look forward to another banner year in 2016.

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/Victim Restitution 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 2015, there were an estimated 15,159 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 2015. This number is down slightly from 2014, primarily due to the increased use of e-mail communications.



Dixie Putt, Receptionist

**2015
ESTIMATED CITIZEN/EMPLOYEE INITIATED
CONTACTS WITH THE CITY ATTORNEY'S OFFICE***

<u>Nature of Contact</u>	<u>Total Number</u>
Phone Calls	9,822
Persons who came into office on hot checks	255
Persons who came into office (not on hot checks)	
Citizens	3,741
City Employees/Officials	<u>1,341</u>
Total Number of Citizen/Employee Contacts	15,159

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(\*excluding e-mail communications)

# Criminal Division

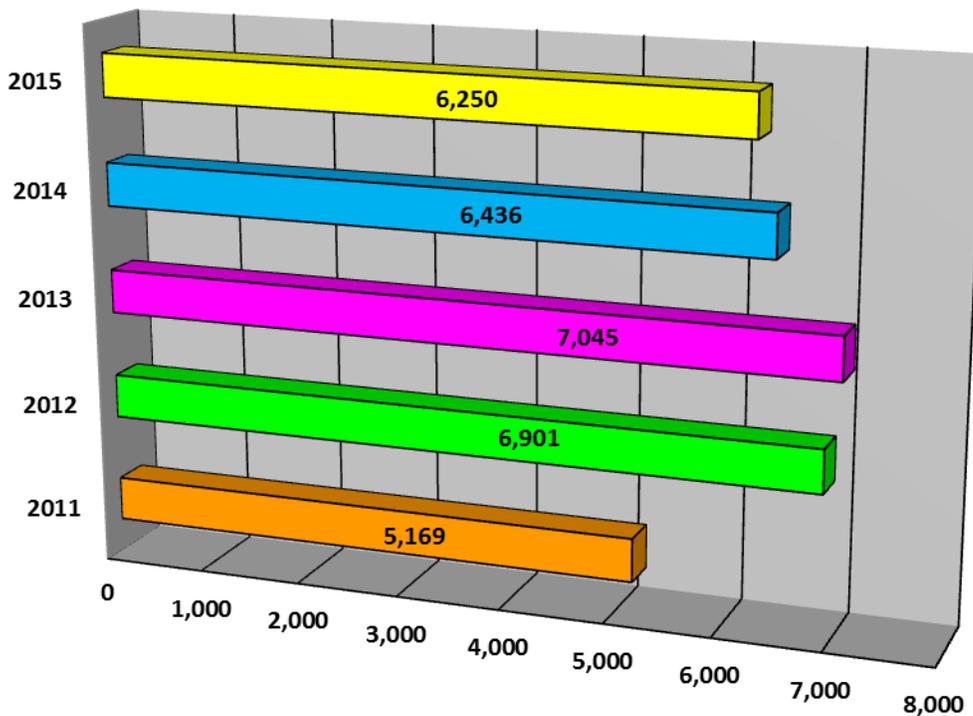


## CRIMINAL DIVISION OF THE CITY ATTORNEY'S OFFICE

### Defendants Handled:

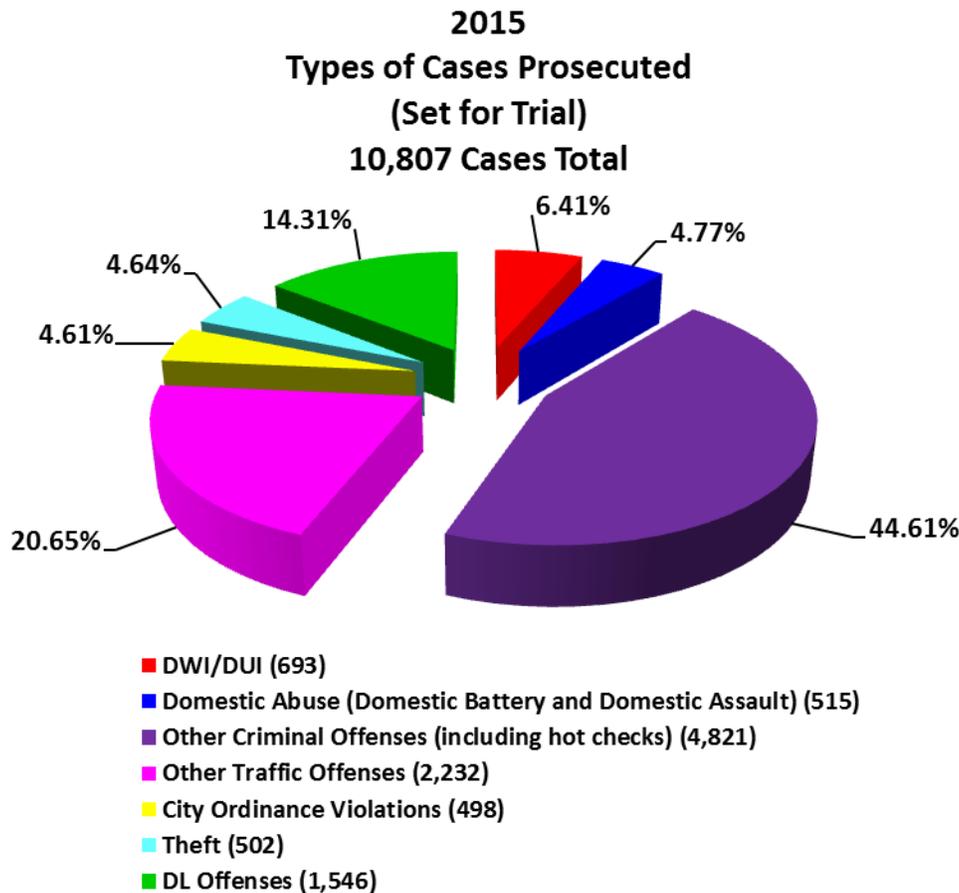
In 2015, the Criminal Division of the City Attorney's Office handled cases involving 6,250 defendants, which is down 2.89% from 2014. Of these 6,250 defendants, 4,984 were handled at trial, while 1,266 were settled before the case went to arraignment. The 4,984 cases (defendants) handled at trial is almost identical to that of 2014 (4,976). The number of cases handled at trial in previous years were 4,976 in 2014, 5,461 in 2013, and 5,303 in 2012. Set out below is a chart showing the total number of defendants handled by the City Attorney's Office the past five years. The 6,250 total of 2015 is higher than 2011, but is lower than 2012, 2013, and 2014.

**Total Court Cases (Defendants)  
Handled by City Attorney's Office  
2011-2015**



## Type of Criminal Cases Handled in Court During 2015:

The Springdale City Attorney's Office prosecuted a total of 10,807 criminal charges on the 4,984 defendants set for trial in 2015 (most defendants had more than one charge). This represents an increase of 5.49% from 2014. Of the 10,807 total charges prosecuted at trial, the following is a percentage breakdown by the type of charge:



The percentage of cases handled at trial on DWI/DUI charges decreased from 7.14% (732 cases) in 2014 to 6.41% (693 cases) in 2015. The percentage of cases handled at trial on domestic abuse offenses decreased to 4.77% (515 cases) in 2015 compared to 5.88% (602 cases) in 2014. The percentage of cases involving city ordinance violations increased to 4.61% (498 cases) in 2015, compared to 3.71% (380 cases) in 2014. Theft charges made up 4.64% (502 cases) of all cases prosecuted at trial, and drivers' license offenses made up 14.31% (1,546 cases) of all cases prosecuted at trial.

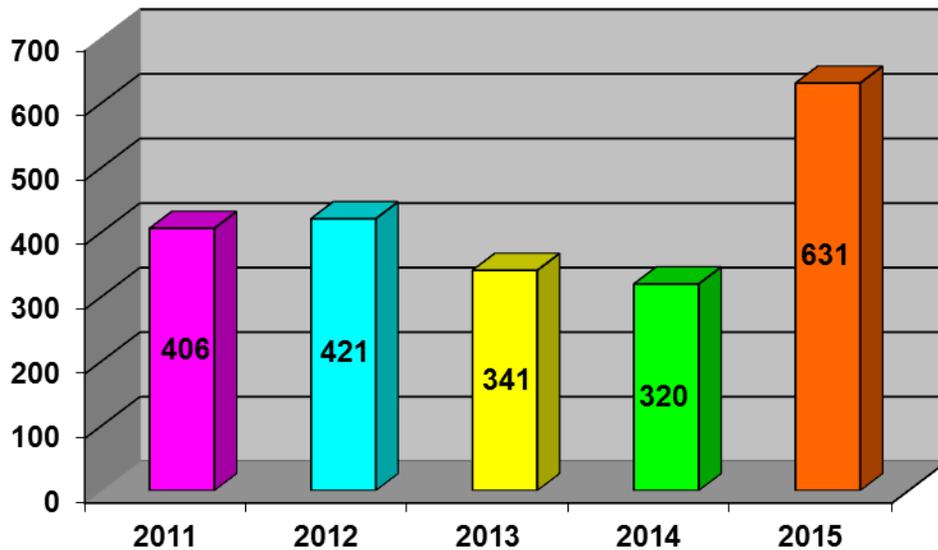
**Warrants/Summons Issued:**

The Criminal Division of the City Attorney's Office issued a total of 631 affidavits, which resulted in an arrest warrant or criminal summons being issued during the year 2015. 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  
Senior Deputy City Attorney**

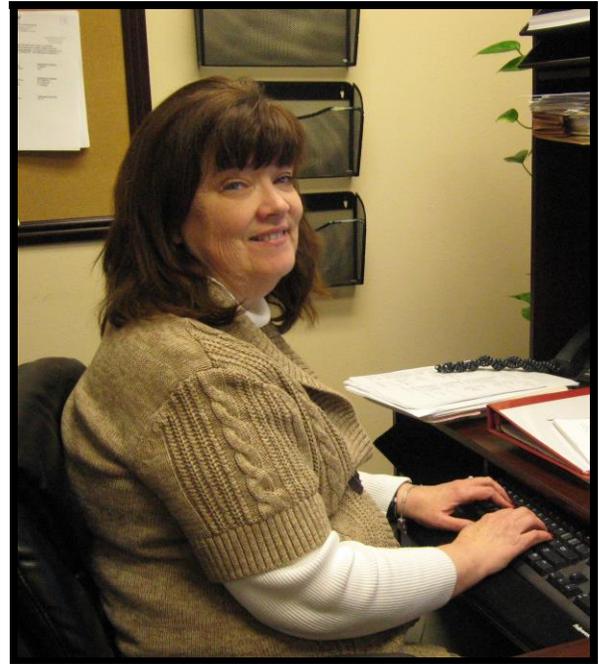
**Affidavits For Warrant/Criminal Summons  
Issued by City Attorney's Office 2011 - 2015**



Some of the warrants or summons issued were a result of citizens making contact with our office and filing a complaint. However, in 2015, there were 378 cases referred from the Criminal Investigation Division of the Springdale Police Department to the City Attorney's office for a decision on whether a warrant should be issued. This is an increase of 47.65% from the 256 cases referred from CID to the City Attorney's Office in 2014.

### **2015 Activity by Victim Advocate:**

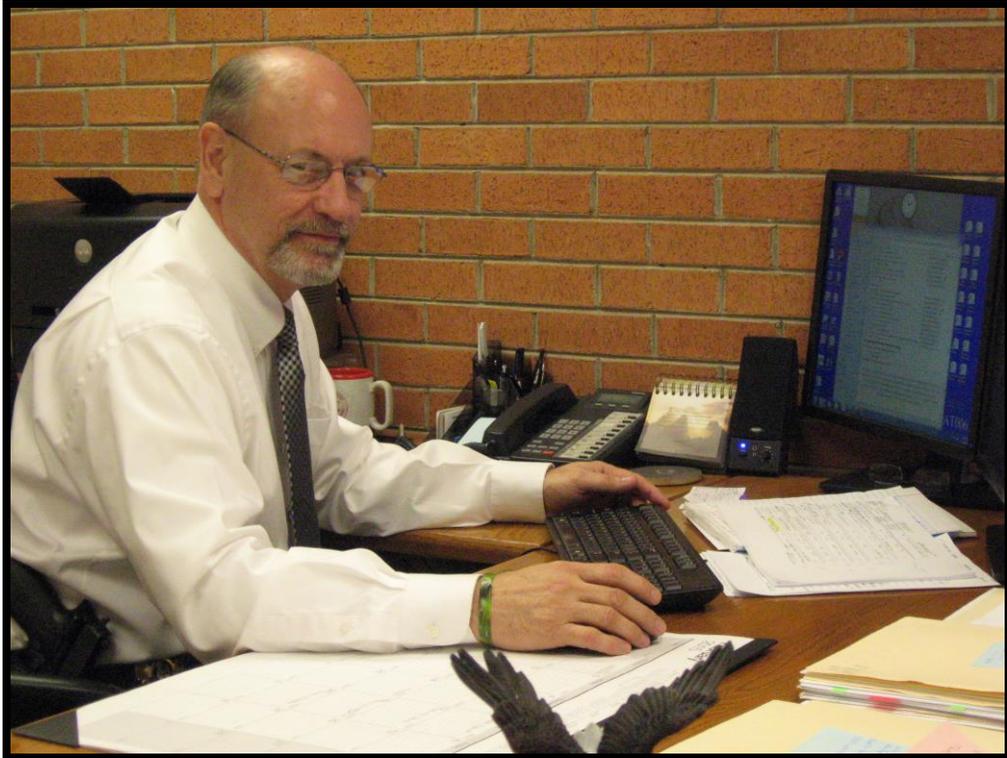
Lynda Belvedresi acts as Case Coordinator/Victim Advocate for the City Attorney's Office. One of her main duties involves contact with misdemeanor domestic abuse victims. In 2015, Lynda contacted 59 domestic violence victims. In addition, Lynda prepared 720 judgments for court cases and drafted 63 prosecutor subpoenas. Lynda also assists those victims who qualify to recover victim restitution through the Arkansas Crime Victims Reparations Program.



**Lynda Belvedresi, Case Coordinator/  
Victim Advocate**

### **2015 Restitution Paid to Crime Victims:**

In 2015, the City Attorney's Office, in a partnership with the Springdale District Court, collected \$137,477.30 which was paid to crime victims of the City of Springdale, an increase of 13.75% over 2014 (this does not include hot check violations, which are set out later in this report). Counting non-hot check restitution paid to victims and hot check restitution paid to victims, our office was responsible for collecting a total of \$197,306.04 for crime victims of the City of Springdale in the year 2015. In addition, prosecutions by the City Attorney's Office resulted in \$167,005.24 in non-hot check victim restitution being ordered to be paid by defendants in 2015, an increase of 11.82% over 2014.



**Steve Helms, Investigator**

**2015 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 2015, the Investigator contacted 166 victims and 81 witnesses, totaling 247 persons contacted. The Investigator also investigated 67 different incidents, which required follow-up investigation. He also served 135 subpoenas, and was instrumental in the service of 602 warrants and summonses.

Steve was also very instrumental in helping improve school bus safety. In 2015, Steve investigated 94 complaints of drivers passing a stopped school bus, after the school bus driver forwarded a complaint to the City Attorney's Office. This was a 13.25% increase over 2014. He also attended in-service training for school bus drivers in August of 2015.

**Other 2015 Activities Generated by the Criminal Division:**

In addition to the above listed activities, the City Attorney's Office answered a total of 1,479 discovery requests from defense attorneys. This is a 16.92% increase over 2014 (1,265 discovery requests). 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.

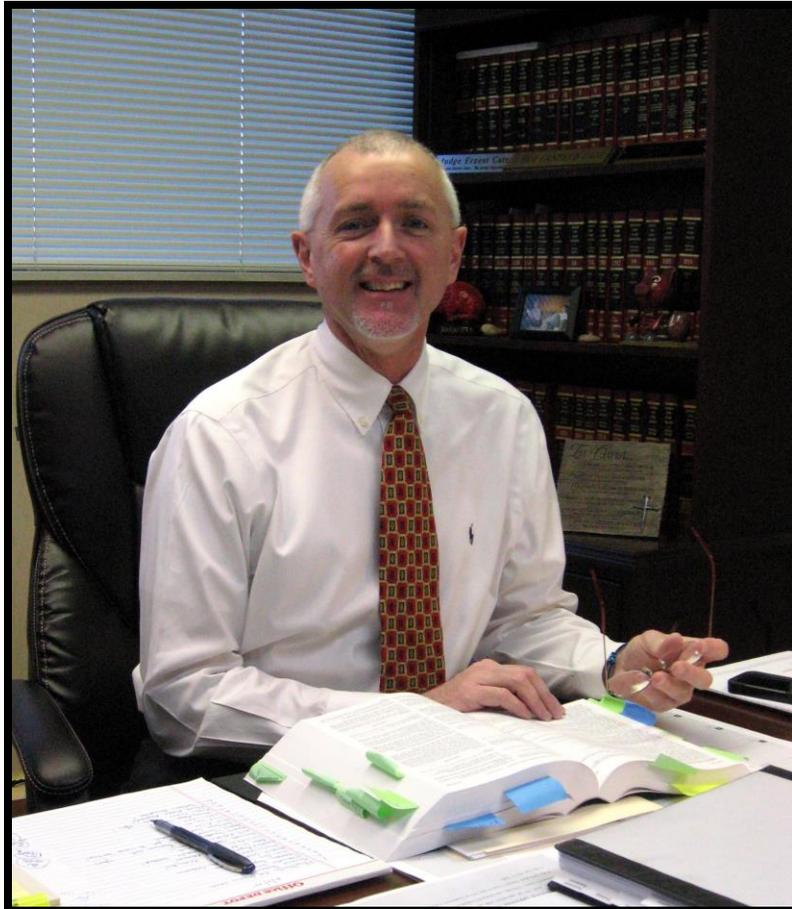
In 2015, the City Attorney's Office also conducted an analysis of citations issued for No Drivers' License in Springdale for 2015. The results of this analysis will be published in the April 2016 edition of *The C.A.L.L.*



**Jacquie Roth, File/Discovery Clerk**

## **Studies Published in 2015:**

The City Attorney's Office published its 2014 annual activity report in February of 2015; and is currently preparing a study on DWI arrests and prosecutions for the year 2014. 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**

## **2015 Training:**

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

- Arkansas Municipal League (winter meeting), 1/14/15 - 1/16/15
- 10<sup>th</sup> Annual Free Winter CLE, UA Law School, 2/28/15
- Arkansas Bar Association Annual Meeting 6/12/15
- Probate Process from Start to Finish, 6/19/15
- Arkansas School of Law Alumni Weekend CLE, 10/02/15
- International Municipal Lawyer's Association (IMLA) annual conference 10/02/15 - 10/07/15

## **2015 Community Involvement, Training Provided, and Other Programs:**

In 2015, 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, training, or contacts with the community:

- 1/28/15 - Ernest B. Cate, City Attorney, spoke to students at the Springdale School of Innovation about criminal procedure
- 2/03/15 and 2/05/15 - Ernest B. Cate, City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 2/04/15 - Taylor Samples, Senior Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 2/05/15 - David Phillips, Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 2/10/15, 2/12/15, 2/17/15, 2/19/15, 2/24/15, and 2/26/15 - Taylor Samples, Senior Deputy City Attorney, conducted in-service training at the Springdale Police Department
- 3/13/15 - Ernest B. Cate, City Attorney, spoke at the One Community Literacy Summit in Springdale
- 3/16/15 - 3/20/15 - the Springdale City Attorney's Office conducted a "Legal Survival Skills for Rookies" class for the Springdale Police Department

- 3/20/15 - Ernest B. Cate, City Attorney, participated in a "Landlord Summit" for Springdale landlords
- 4/15/15 - Ernest B. Cate, City Attorney, taught Testifying in Court class at the Arkansas Law Enforcement Training Academy
- 4/21/15 - the Springdale City Attorney's Office participated in "new supervisor" training for the Springdale Police Department
- 5/20/15 - Ernest B. Cate, City Attorney, taught a refresher class at the Arkansas Law Enforcement Training Academy
- 6/05/15 and 6/12/15 - Ernest B. Cate, City Attorney, conducted a "New Laws" class for the Springdale Police Department
- 6/11/15 - Sarah Sparkman, Deputy City Attorney, taught a class at the Arkansas Bar Association annual meeting on "social media"
- 6/23/15 and 6/25/15 - Ernest B. Cate, City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 6/23/15 and 6/24/15 - Taylor Samples, Senior Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 6/25/15 - David Phillips, Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 8/18/15 - Sarah Sparkman, Deputy City Attorney, spoke at the University of Arkansas School of Law new student orientation
- 9/02/15 - Ernest B. Cate, City Attorney, taught Testifying in Court class at the Arkansas Law Enforcement Training Academy
- 10/16/15 - Sarah Sparkman, Deputy City Attorney, taught a class to the Arkansas Bar Association
- 10/21/15 - Taylor Samples, Senior Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 11/05/15 - Ernest B. Cate, City Attorney, spoke to the Springdale Kiwanis Club
- 11/07/15 - Ernest B. Cate, attended, spoke at, and participated in the Peace at Home Silent Witness Walk

# Hot Check Division



## HOT CHECK DIVISION

The Hot Check Division continues to be very successful in collecting money for merchants. A total of 411 hot checks were brought into our office by merchants for collection in 2015. The number of hot checks continue to decline because many merchants no longer take checks, often taking debit cards or credit cards instead. In 2015, \$59,828.74 was paid to merchants of the City of Springdale who were the victims of hot check writers. This is down from the \$73,048.16 paid to merchants in 2014.

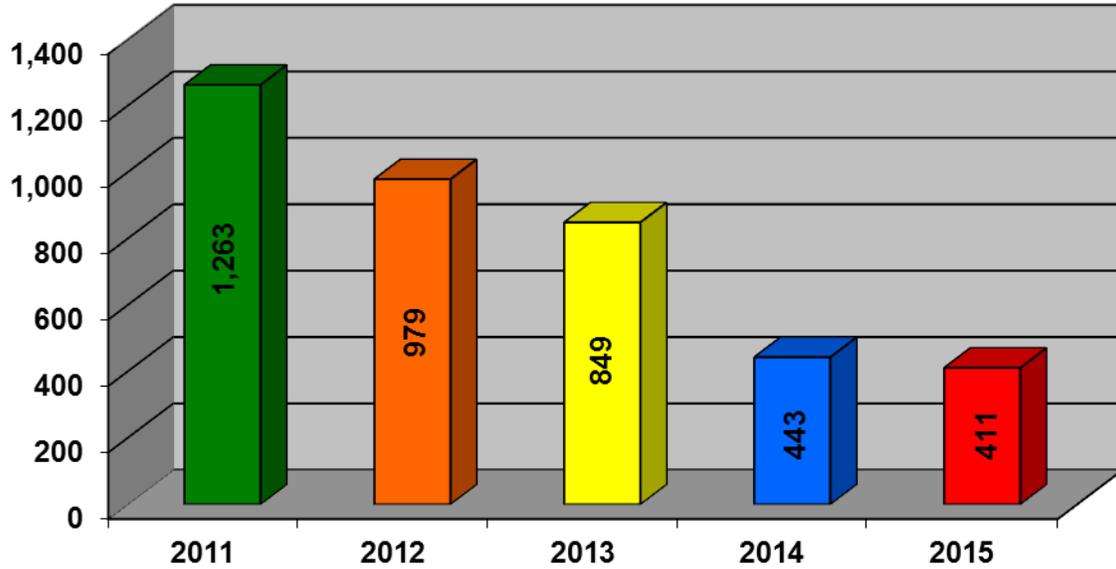


**Linda Brown**  
**Hot Check Administrator**

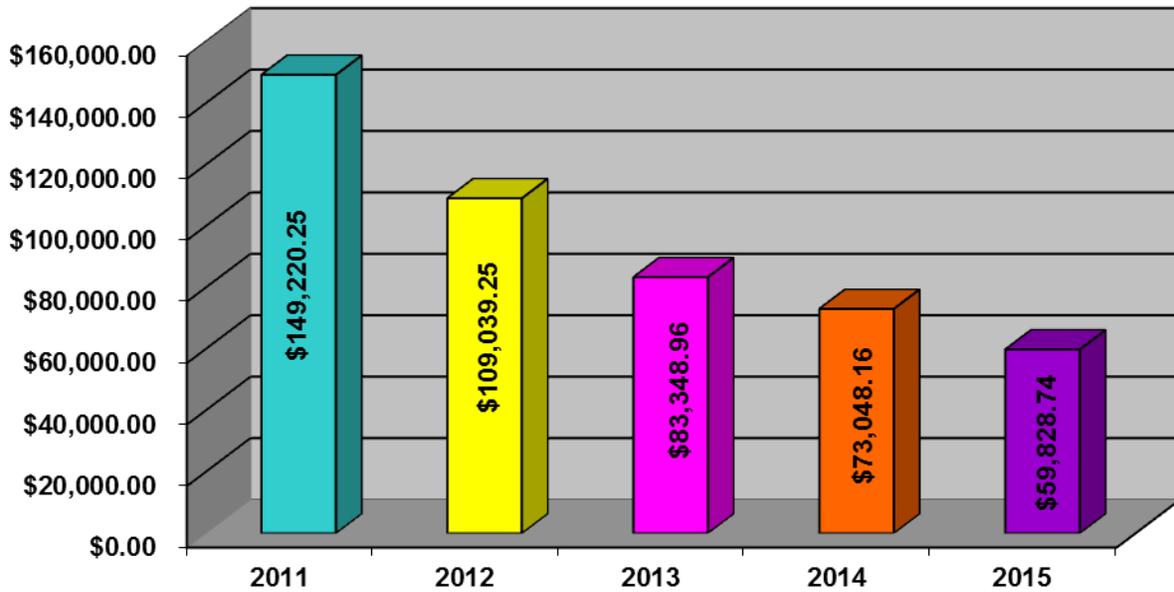
Beginning in 2015, the Hot Check Division was renamed the Hot Check/Victim Restitution Division. This Division monitors all cases involving victim restitution to ensure that payments are actually being made as ordered, issuing revocation warrants on those defendants who are not in compliance, and ensuring that victim restitution is promptly paid to crime victims once collected in full by the Court.

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  
2011 - 2015**



**Total Amount Paid to Merchants  
2011 - 2015**



# Civil Division

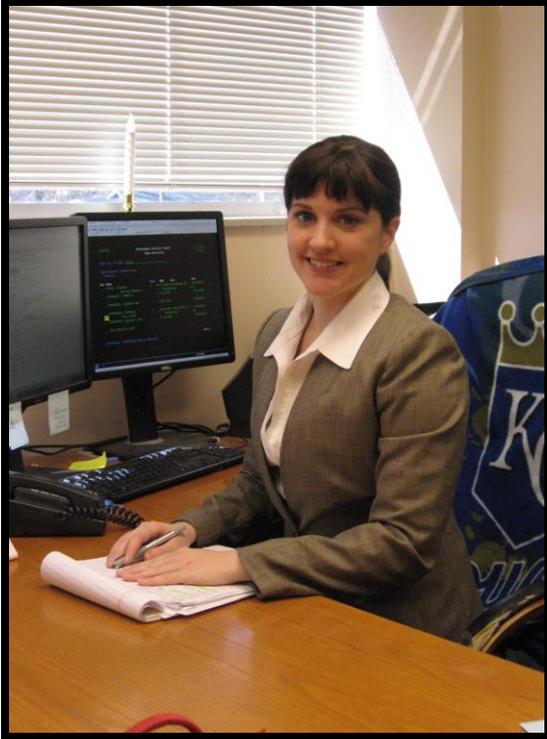


CIVIL/RISK MANAGEMENT DIVISION

2015  
CIVIL/RISK MANAGEMENT DIVISION  
ACTIVITIES

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| <u>Activity</u>                                                                                | <u>Total Number</u> |
|------------------------------------------------------------------------------------------------|---------------------|
| Letters/Memos Written                                                                          | 343                 |
| Resolutions drafted for Council                                                                | 42                  |
| Ordinances drafted for Council                                                                 | 80                  |
| <i>The M.A.P.</i> newsletter published                                                         | 1                   |
| C.A.L.L. newsletter published                                                                  | 4                   |
| Other legal documents prepared<br>(includes contracts, deeds, etc.)                            | 170                 |
| Lawsuits Handled                                                                               | 20                  |
| Other Legal Matters:<br>~ Property referrals from Code<br>Enforcement for lien or raze/removal | 188                 |
| Amount of public funds recouped from<br>clean-up liens in 2015                                 | \$61,887.51         |
| Meetings Attended of City Council,<br>Commissions or Boards (including<br>Committee Meetings)  | 124                 |
| 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 2015, the Code Enforcement Division referred 172 of these properties to the City Attorney's Office for action, a 21.98% increase over 2014 (141).

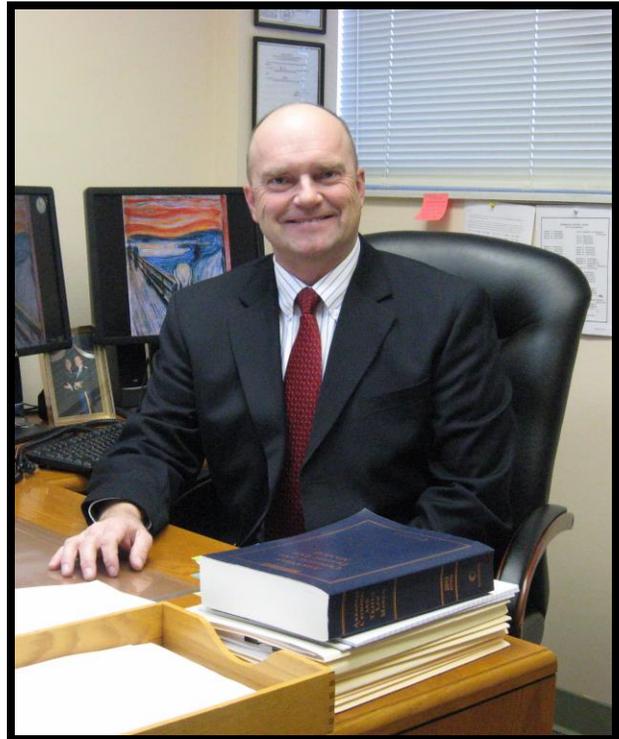
In 2015, the City Attorney's Office was successful in recouping a total of \$61,887.51 in public funds that had been expended to remedy code violations on private property.

Some of the amounts recovered in 2015 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. 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. 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 addition, in 2015 the Building Inspector's Office delivered 16 unsafe structures files to the City Attorney's Office for raze and removal. Of these 16 unsafe structures, the City Council passed ordinances to raze and remove 4 of these unsafe structures.

## **2015 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 2015 the City Attorney's primary representative to the SNAP team was 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.

In 2015, the City Attorney's Office participated in a "Landlord Summit", designed to educate the owners of residential properties on the various City ordinances and regulations. This Summit was a tremendous success.

### **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 2015. This consisted of a total of 14 hours in meetings on risk to the City and ways to avoid liability.



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



**Pictured from left to right  
Sarah Sparkman, Deputy City Attorney  
Taylor Samples, Senior Deputy City Attorney  
Ernest Cate, City Attorney  
David Phillips, Deputy City Attorneys**

# 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.springdalear.gov/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.springdalear.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, theft charges, 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 ~~~~~ Senior Deputy City Attorney

Sarah Sparkman ~~~~~ Deputy City Attorney

David D. Phillips ~~~~~ Deputy City Attorney

Steve Helms ~~~~~ Investigator

Cindy Horlick ~~~~~ Administrative Legal Assistant/Paralegal

Lynda Belvedresi ~~~~~ Case Coordinator/Victim Advocate

Linda Brown ~~~~~ Hot Check Administrator

Dixie Putt ~~~~~ Receptionist

Jacque Roth ~~~~~ File/Discovery Clerk