

**Prepared and Presented by  
Springdale City Attorney's Office  
February 26, 2019**

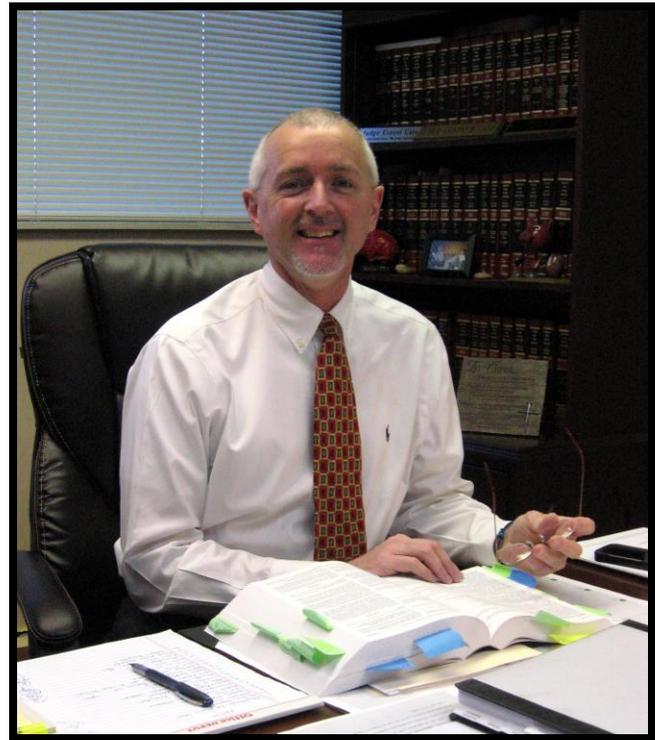


# **2018 Annual Report of the Springdale City Attorney's Office**



**ANNUAL REPORT OF THE  
SPRINGDALE CITY ATTORNEY'S OFFICE  
FOR THE YEAR 2018  
PUBLISHED ON FEBRUARY 26, 2019**

I am pleased to present the Annual Report of the Springdale City Attorney's Office for the year 2018. As you can see, 2018 was a very busy year for the City Attorney's Office. Each year presents new challenges and new opportunities for our office. 2018 was no different. Various new issues, and new challenges, presented themselves in 2018. 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 other reports, and publishes the CALL, 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 2018, my 6<sup>th</sup> year as City Attorney, and I look forward to another banner year in 2019.

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 2018, there were an estimated 12,373 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 the City Attorney's Office. The overall number is slightly less than that of 2017 (13,824). The number of citizens who came into the office in 2018 (3,070) is less than in 2017 (3,972), 2016 (4,155), and 2015 (3,741). This is due primarily to the increased use of email communications between the City Attorney's Office and citizens.



**Dixie Putt, Receptionist**

**2018  
ESTIMATED CITIZEN/EMPLOYEE INITIATED  
CONTACTS WITH THE CITY ATTORNEY'S OFFICE\***

<u>Nature of Contact</u>	<u>Total Number</u>
Phone Calls	7,744
Persons who came into office on hot checks	320
Persons who came into office (not on hot checks)	
Citizens	3,070
City Employees/Officials	<u>1,239</u>
Total Number of Citizen/Employee Contacts	12,373

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(\*excluding e-mail communications)

# **Criminal Division**

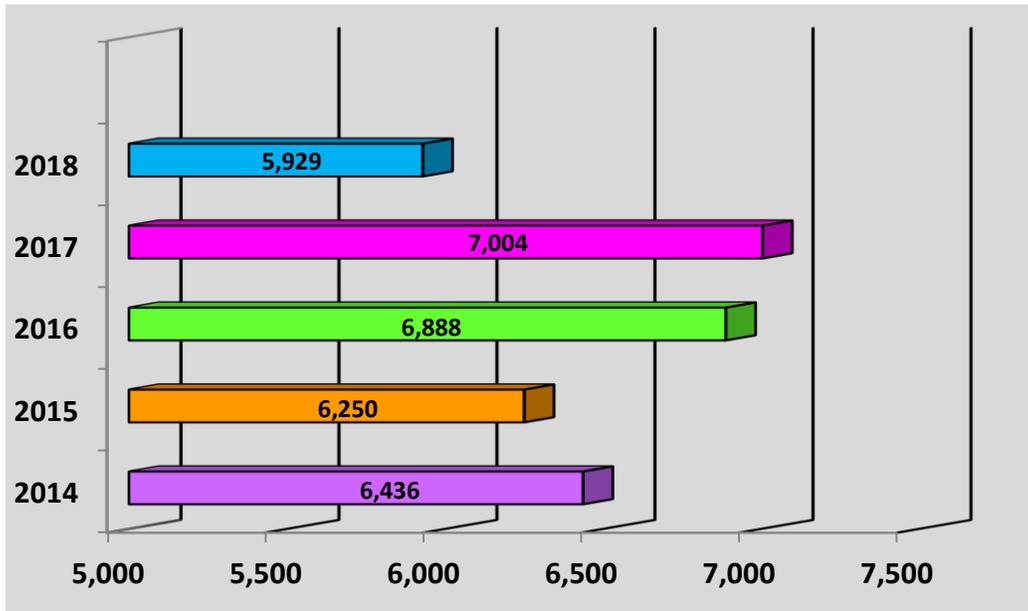


## CRIMINAL DIVISION OF THE CITY ATTORNEY'S OFFICE

### Defendants Handled:

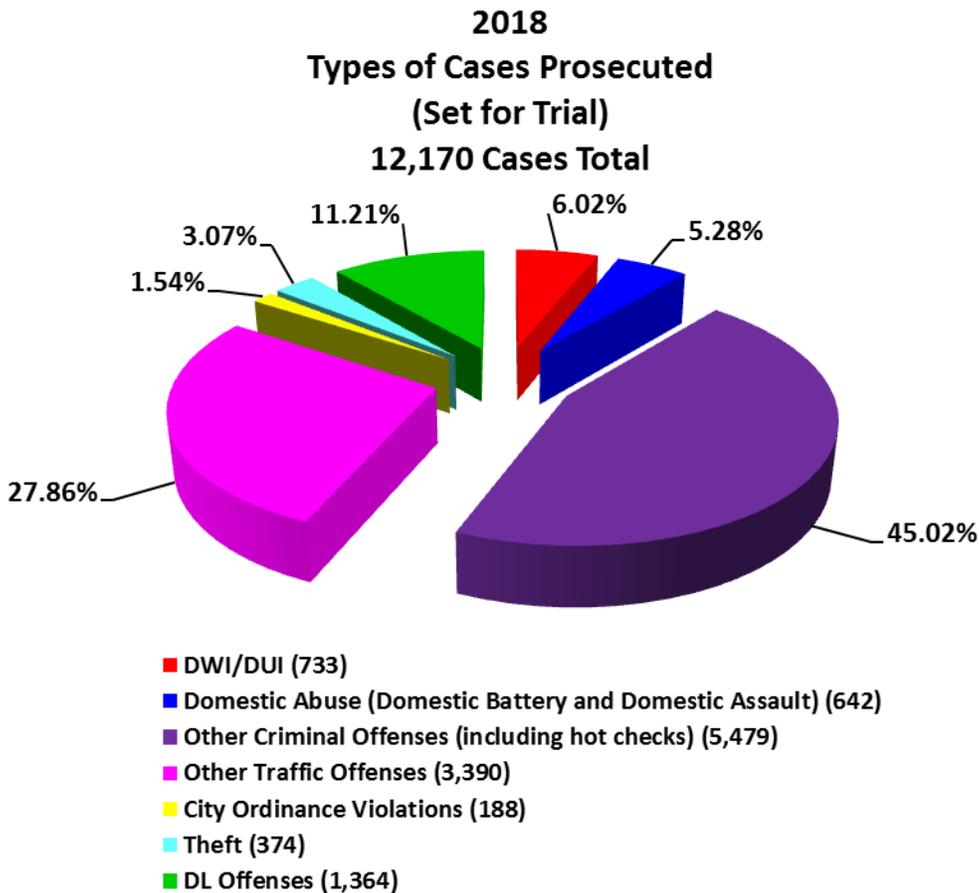
In 2018, the Criminal Division of the City Attorney's Office handled cases involving 5,929 defendants, which is lower than that of 2017 (7,004) and 2016 (6,888). Of these 5,929 defendants, 4,641 were handled at trial, while 1,288 were settled before the case went to arraignment. The 4,641 cases (defendants) handled at trial in 2018 is lower than in 2017 (5,426), 2016 (5,211), 2015 (4,984), and 2014 (4,976). Set out below is a chart showing the total number of defendants handled by the City Attorney's Office over the past five years. The decrease in number of cases (defendants) handled at trial is due primarily to the fact that Fail to Pay Fines cases are now handled primarily by the Springdale District Court at arraignment, and not by the City Attorney's Office as in years past.

**Total Court Cases (Defendants)  
Handled by City Attorney's Office  
2014-2018**



## Type of Criminal Cases Handled in Court During 2018:

The Springdale City Attorney's Office prosecuted a total of 12,170 criminal charges on the 4,641 defendants set for trial in 2018 (an average of 2.62 charges per defendant). This represents a decrease of 7.28% from 2017 (13,125 charges), but is very similar to 2016 (12,258 charges). Of the 12,170 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 increased from 4.81% (630 cases) in 2017 to 6.02% (733 cases) in 2018. The percentage of cases handled at trial on domestic abuse offenses stay relatively the same at 5.28% (642 cases) in 2018 compared to 5.38% (705 cases) in 2017. Theft charges made up 3.07% (374 cases) of all cases prosecuted at trial, and drivers' license offenses (No DL and Suspended DL) made up 11.21% (1,364 cases) of all cases prosecuted at trial in 2018.

**Warrants/Summons Issued:**

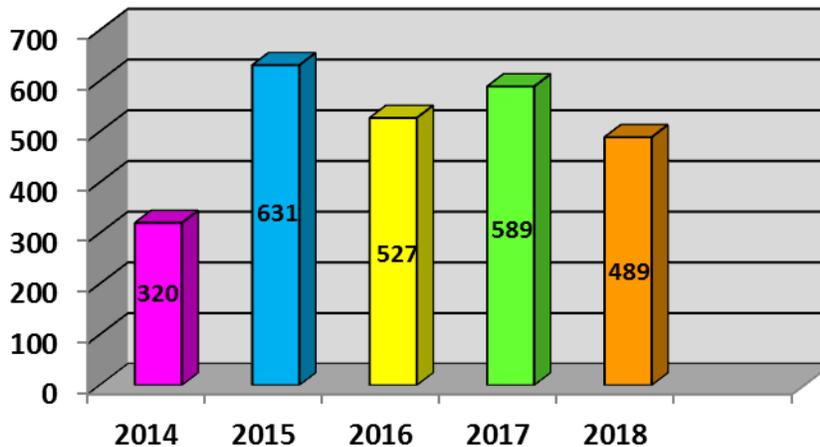
The Criminal Division of the City Attorney’s Office issued a total of 489 affidavits, which resulted in an arrest warrant or criminal summons being issued during the year 2018. The next chart sets out the total number of affidavits prepared for the issuance of warrants or a summons in the past five years (average of 511 per year).

Some of the warrants or summons issued were a result of citizens making contact with our office and filing a complaint. However, in 2018, there were 231 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.



Taylor Samples, Senior Deputy City Attorney and David Phillips, Deputy City Attorney

**Affidavits For Warrant/Criminal Summons Issued by City Attorney's Office 2014-2018**



**2018 Activity by Victim Advocate:**

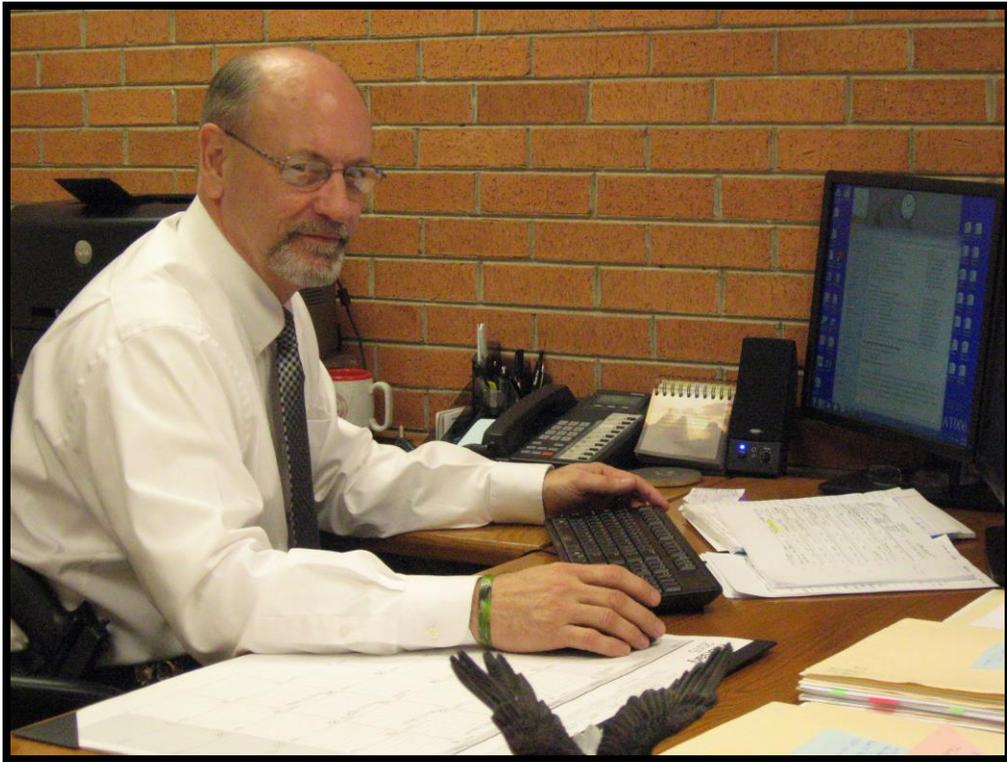
Lynda Belvedresi acts as Case Coordinator/Victim Advocate for the City Attorney's Office. One of her main duties involves contact with misdemeanor domestic abuse victims. As noted earlier, the City Attorney's Office handled 642 domestic abuse cases set for trial in 2018. This is down from 705 in 2017, but is more than the 518 cases handled in 2016. Lynda also assists those victims who qualify to recover victim restitution through the Arkansas Crime Victims Reparations Program.



**Lynda Belvedresi**  
Case Coordinator/Victim Advocate

**2018 Restitution Paid to Crime Victims:**

In 2018, the City Attorney's Office, in a partnership with the Springdale District Court, collected \$128,722.00 which was paid to crime victims of the City of Springdale (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 \$170,198.74 for crime victims of the City of Springdale in the year 2018. In addition, prosecutions at trial by the City Attorney's Office resulted in \$147,389.36 in non-hot check victim restitution being ordered to be paid by defendants in 2018, up from the \$134,149.56 ordered in 2017, an increase of 9.87%. Examples of these types of cases include No Insurance Accident, Theft of Property, Fail to Pay Rent or Vacate, and often include restitution for damage done to City property.



**Steve Helms, Investigator**

**2018 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 2018, the Investigator contacted 170 victims and 52 witnesses, totaling 222 persons contacted. The Investigator also investigated 10 different incidents, which required follow-up investigation. He also served 127 court subpoenas, and was instrumental in the service of 528 warrants and summonses in 2018, compared to 798 in 2017, 631 in 2016, and 602 in 2015. Included in this number are 60 warrants for Violation of Arkansas Hot Check Law which Steve was instrumental in getting served.

Steve was also instrumental in helping improve school bus safety. In 2018, Steve investigated 41 complaints of drivers passing a stopped school bus, after the school bus driver forwarded a complaint to the City Attorney's Office. This is similar to the 45 such complaints handled in 2017.

**Other 2018 Activities Generated by the Criminal Division:**

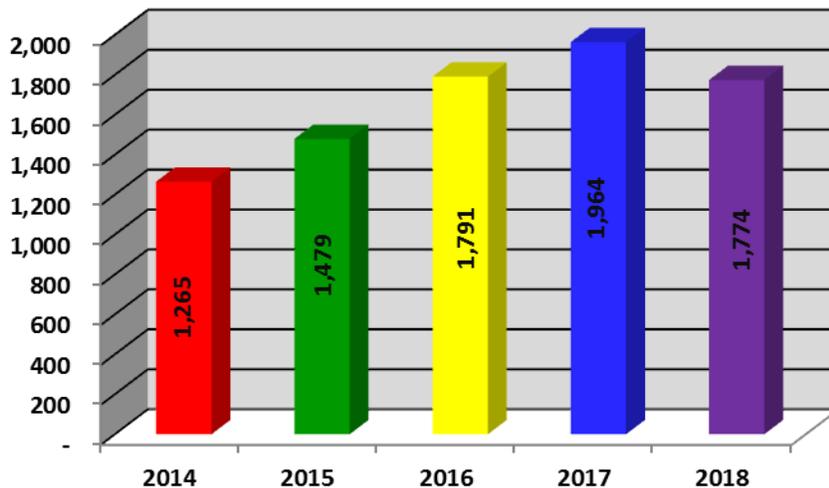
In addition to the above listed activities, the City Attorney's Office answers discovery requests from defense attorneys. When a discovery request is filed with the City Attorney's Office, our office has to provide the information related to the case to the defense within a certain amount of time, as required by law. Most discovery requests are now answered by email, which saves copy and postage costs.

The number of discovery requests handled by Jacque Roth, the File/Discovery Clerk, over the last five years is indicated below.



**Jacque Roth**  
**File/Discovery Clerk**

**Number of Discovery Request Answered by City Attorney's Office 2014 - 2018**



## **2018 Community Involvement, Training Provided, and Other Programs:**

In 2018, 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:

- 1/23/18 - Ernest B. Cate, City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 1/24/18 - Sarah Sparkman, Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 1/24/18 and 1/25/18 - David Phillips, Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 1/25/18 - Taylor Samples, Senior Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 3/02/18 - Sarah Sparkman, Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- Spring Semester 2018 - Ernest B. Cate, City Attorney, participated in Youth Council, mentoring two Springdale High School students
- 3/27/18 - Ernest B. Cate, City Attorney, participated in the Quick Immersion Minority Leadership Program Panel
- 4/17/18 - Sarah Sparkman, Deputy City Attorney, participated in Senior Presentations at the Springdale High School Law Academy
- 4/18/18 - Taylor Samples, Senior Deputy City Attorney, participated in Senior Presentations at the Springdale High School Law Academy
- 4/19/18 - David Phillips, Deputy City Attorney, participated in Senior Presentations at the Springdale High School Law Academy
- 4/19/18 - Ernest B. Cate, City Attorney, participated in Senior Presentations at the Springdale High School Law Academy
- 4/20/18 - Ernest B. Cate, City Attorney, attended graduation ceremonies for the Arkansas Law Enforcement Training Academy
- 5/01/18 - Ernest B. Cate, City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 5/02/18 - Taylor Samples, Senior Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy

- 5/02/18 - Sarah Sparkman, Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 5/03/18 - David Phillips, Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 5/16/18 - Ernest B. Cate, City Attorney, participated in Arkansas Municipal League FOIA Task Force meeting in Little Rock
- 6/08/18 - Sarah Sparkman, Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 6/18/18 - Sarah Sparkman, Deputy City Attorney, taught at the NBI Local Government seminar
- 6/18/18 - Ernest B. Cate, City Attorney, taught at the NBI Local Government seminar
- 6/21/18 - David Phillips, Deputy City Attorney, conducted training for Community Engagement employees
- 7/31/18 - Ernest B. Cate, City Attorney, participated in the Engage NWA kickoff event
- 8/21/18 - Ernest B. Cate, City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 8/22/18 - Sarah Sparkman, Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 8/22/18 - Taylor Samples, Senior Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 8/23/18 - David Phillips, Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- Sarah Sparkman, Deputy City Attorney, provided power yoga instruction at the Arkansas Law Enforcement Training Academy
- 9/12/18 - Ernest B. Cate, City Attorney, participated in Experience Springdale panel discussion
- 9/28/18 - Sarah Sparkman, Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 9/28/18 - Taylor Samples, Senior Deputy City Attorney, taught at the Arkansas Law Enforcement Training Academy
- 10/26/18 - David Phillips, Deputy City Attorney, conducted training for Community Engagement employees
- 10/26/18 - Taylor Samples, Senior Deputy City Attorney, conducted training for Community Engagement employees

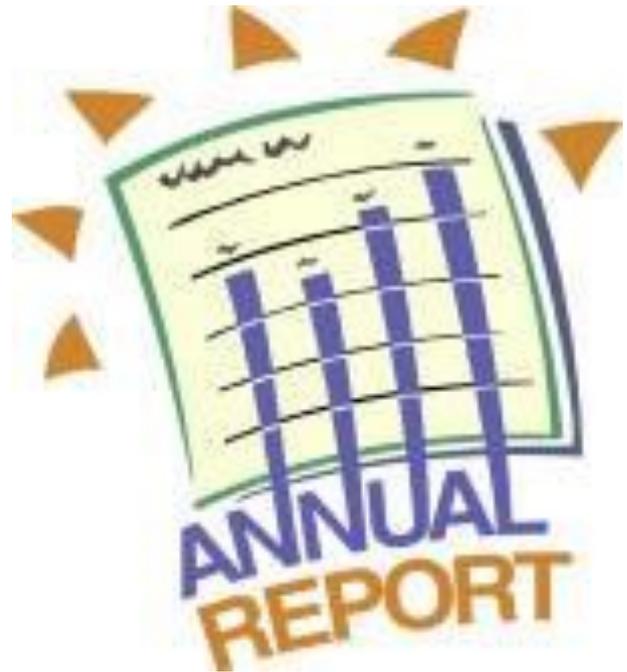
- 10/30/18 – Ernest B. Cate, City Attorney, participated in Experience Springdale panel discussion
- 11/19/18 – Ernest B. Cate, attended Arkansas Municipal League Regional meeting
- 11/29/18 – Ernest B. Cate, participated in Team Dynamics Program with other City Department Heads at the Soderquist Business Center
- 12/07/18 – All City Attorney staff participated in Active Shooter drill at City Hall
- Fall Semester 2018 – Ernest B. Cate, City Attorney, participated in Youth Council, mentoring a Springdale High School student
- Ernest B. Cate, served on the Welcoming Communities Grant Committee

### **2018 Training:**

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

- Sarah Sparkman - Arkansas Municipal Attorney's Association meeting 1/26/18
- Taylor Samples – 2018 Leadership Springdale program
- Taylor Samples – U of A School of Law 2/23/18
- David Phillips – U of A School of Law 2/23/18
- David Phillips – Appellate Symposium 3/29/18 and 3/30/18
- David Phillips – U of A School of Law 4/13/18
- Taylor Samples – Arkansas Municipal League Annual Conference 6/13/18 – 6/15/18
- Sarah Sparkman - NBI Local Government seminar 6/18/18
- Ernest B. Cate - NBI Local Government seminar 6/18/18
- Taylor Samples – Continuing Legal Education 8/31/18
- Ernest B. Cate – International Municipal Lawyers Association Annual Conference (Houston, TX) 10/16/18 – 10/21/18
- David Phillips – Government Practice seminar 10/19/18
- Sarah Sparkman – National District Attorneys Association Domestic Violence Annual Conference (Long Beach, CA) 10/29/18 – 11/02/18

# Hot Check Division



## HOT CHECK/VICTIM RESTITUTION DIVISION

The Hot Check Division continues to be very successful in collecting money for merchants. A total of 320 hot checks were brought into our office by merchants for collection in 2018, up from the 274 checks brought in 2017. In 2018, \$35,636.67 was paid to merchants of the City of Springdale who were the victims of hot check writers. This is down from the \$48,037.58 paid to merchants in 2016, and \$40,834.00 paid to merchants in 2017.

Beginning in 2015, the Hot Check Division was renamed the Hot Check/Victim Restitution Division.

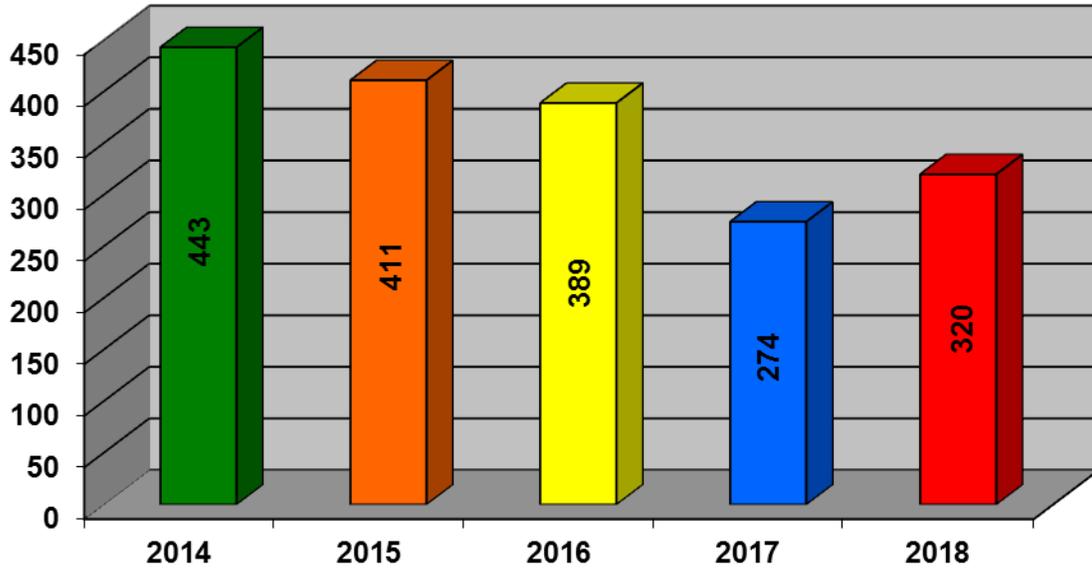


**Linda Brown**  
**Hot Check/Restitution Administrator**

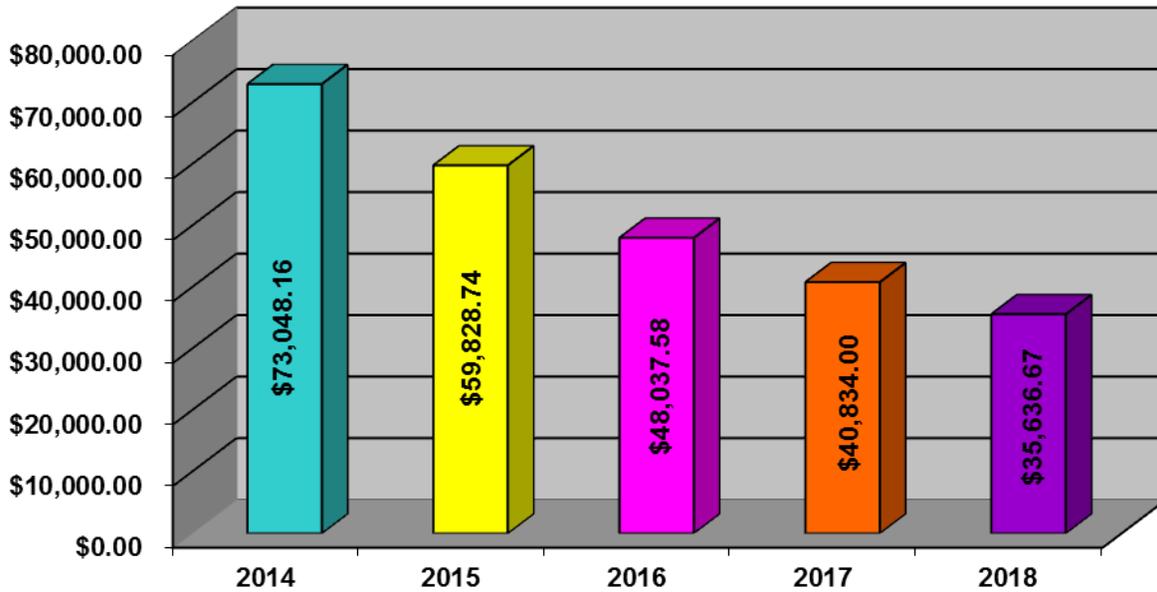
This Division monitors all cases involving victim restitution to ensure that payments are actually being made as ordered, issuing revocation warrants on those defendants who are not in compliance, and ensuring that victim restitution is promptly paid to crime victims once collected in full by the Court. Linda's efforts played a large part in the collection of the \$170,198.74 for crime victims of the City of Springdale in the year 2018, and the \$147,389.36 in non-hot check victim restitution being ordered to be paid by defendants in 2018.

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.

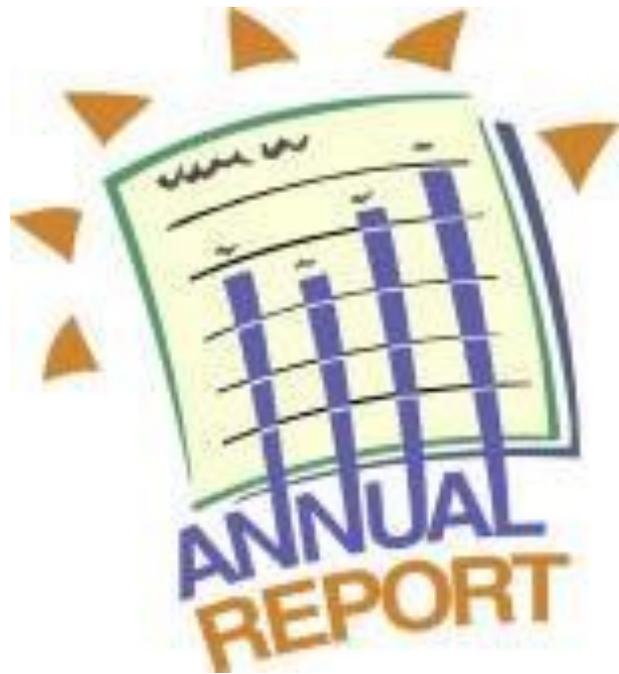
**Number of Hot Checks Brought to  
City Attorney's Office for Collection  
2014 - 2018**



**Total Amount Paid to Merchants  
2014 - 2018**



# Civil Division



CIVIL/RISK MANAGEMENT DIVISION

**2018  
CIVIL/RISK MANAGEMENT DIVISION  
ACTIVITIES**

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| <u>Activity</u>                                                                               | <u>Total Number</u> |
|-----------------------------------------------------------------------------------------------|---------------------|
| Letters/Memos Written                                                                         | 316                 |
| Resolutions drafted for Council                                                               | 35                  |
| Ordinances drafted for Council                                                                | 59                  |
| Faxes received                                                                                | 723                 |
| C.A.L.L. newsletter published                                                                 | 4                   |
| Other legal documents prepared<br>(includes contracts, deeds, etc.)                           | 285                 |
| Lawsuits Handled                                                                              | 31                  |
| Other Legal Matters:                                                                          |                     |
| ~ Property referrals from Code<br>Enforcement for lien or raze/removal                        | 23                  |
| Amount of public funds recouped from<br>clean-up liens in 2018                                | \$9,893.70          |
| Meetings Attended of City Council,<br>Commissions or Boards (including<br>Committee Meetings) | 126                 |
| Amount of clean-up liens placed on<br>properties in 2018                                      | \$29,775.88         |

## **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 2018, the Code Enforcement Division referred 60 of these properties to the City Attorney's Office for action, a dramatic decrease from 182 in 2017 and 198 in 2016. This reflects a shift in philosophy in the Community Engagement Division towards compliance.

In 2018, the City Attorney's Office was successful in recouping a total of \$9,893.70 in public funds that had been expended to remedy code violations on private property, also down dramatically due to increased compliance.



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

Some of the amounts recovered in 2018 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 2018 the Building Inspector's Office delivered 13 unsafe structures files to the City Attorney's Office for raze and removal. Of these unsafe structures, the City Council passed ordinances to raze and remove 6 of these unsafe structures, and then liens were placed to recover these costs.

### **2018 - Other Civil 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 participated in and assisted other City boards, commissions, and state agencies. The City Attorney's Office provided legal advice, assistance, and participation with the State Alcoholic Beverage Control Board, the Springdale Chamber of Commerce, and the Arkansas Municipal League. The City Attorney's Office had a representative at each meeting of the Springdale Planning Commission,



**Sarah Sparkman  
Deputy City Attorney**

the Springdale Public Facilities Board, and the Springdale Civil Service Commission.

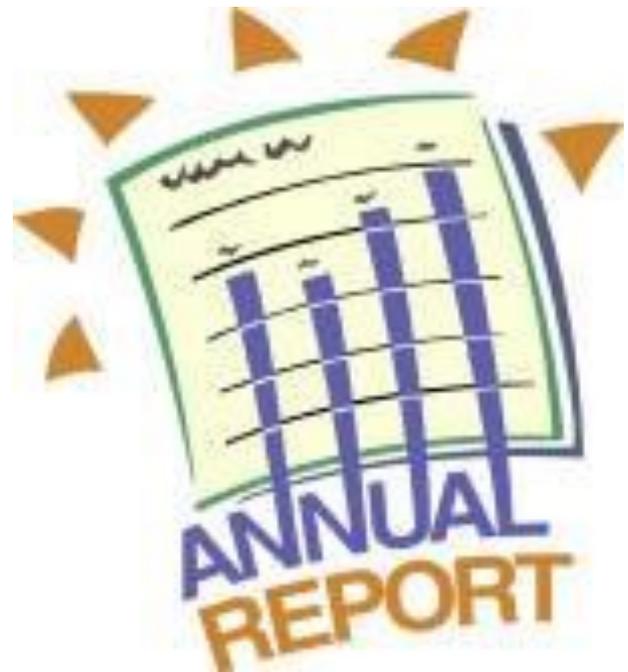
In addition, in 2018, the City Attorney's Office was successful in recovering a total of \$54,775.85 for damage to City property from careless drivers and accidents. These amounts were collected directly from the liability insurance providers for the vehicles causing the damage, as follows:

- \$3,012.00 for fence repair on Meadow Avenue
- \$10,274.85 for a traffic control box at Old Missouri Rd./Ford Ave.
- \$14,150.00 for pedestrian alert system on Powell Street
- \$10,103.66 for a traffic control box at Hwy 412/Jones Rd.
- \$3,260.00 for a pedestrian crossing on Powell Street
- \$12,813.00 for a wayfinding sign in front of Central Junior High School
- \$314.00 for street signs at George Lane/Silent Grove Road
- \$848.34 for damage to trees on Don Tyson Parkway



**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

**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>

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 wants 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 Police Department, click on "Civil Service Commission" and click on "Civil Service Commission," which is a link set out on the left side of the department's home page. After accessing the Civil Service homepage, click on "Civil Service Manual" to the right under "Related Documents".

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 "Department" at the top, then click on "Personnel and Procedures Manual" to the left "Human Resources" and then click on "Employee Personnel Manual."

**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/Restitution Administrator

Dixie Putt ~~~~~ Receptionist

Jacque Roth ~~~~~ File/Discovery Clerk