



COWDELL WOOLLEY

PROPOSAL

Legal Services

For the Sandy City Council



**Jan. 26, 2018
10:30 a.m.**

Stephen K. Aina
Josh Collins
Marcus Gilson
David S. Lassetter

Tracy S. Cowdell



Chad L. Woolley

Niel H. Lund
Ryan Richards
Stephanie A. Shelman
Melissa Flores, Of Counsel

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COWDELL WOOLLEY

ATTORNEYS AT LAW

32 E. Main Street | Sandy, Utah 84070 | Phone 801.550.9864 | Fax 800.388.7054

Jan. 26, 2018

Mike Applegarth
Sandy City Council Executive Director
City Hall, 10000 Centennial Parkway, Room 330
Sandy, Utah 84070

RE: REQUEST FOR PROPOSAL, Legal Services for the Sandy City Council

Dear Mr. Applegarth and members of the Sandy City Council,

Thank you for taking the time to review this packet, which constitutes our “Statement of Qualifications” and our proposal. We are very interested in providing legal services to the Sandy City Council, and we meet all of the requirements specified in its RFP. We are a private Utah law firm that specializes in working with municipalities and local government. We currently are appointed as the civil City Attorney for the cities of Taylorsville, Providence and Ephraim, and the County Attorney for Daggett County. We also provide prosecution services for the cities of South Salt Lake, Taylorsville, Draper, Herriman and Moab, as well as for Daggett County and several cities in Sanpete County.

Our firm of 10 attorneys and an equal number of support staff members has extensive experience relating to governmental bodies and agencies, including drafting and reviewing policies, contracts and ordinances; providing legal advice, consultation and legal research; defending against a claim or action; preparing deeds and easements for real estate transactions and other land use matters, as well as handling the issuance of bonds and other public finance options. Our attorneys are highly competent in all areas of civil practice related to municipal government, and have intricate knowledge of government ethics laws, the Utah Open Meetings Act and proper records-keeping, the state procurement code, and other applicable law.

Our contact person and principal attorney for this proposal is Tracy Cowdell, partner, who can be reached at the phone number or email below. Tracy is the part-time appointed City Attorney for the City of Taylorsville, and has practiced law for more than 15 years as a city attorney and prosecutor. He also is an administrative law judge for several agencies, including the City of Draper, the state’s Department of Environmental Quality and the Utah Scenic Byways Committee, as well as a hearing officer to the Utah Professional Practices Advisory Commission, Washington County School District and Salt Lake City School District. Historic Sandy is his home, and his roots in the city are deep. He has been involved in matters related to Sandy City for more than 25 years; his family has lived in Historic Sandy for six generations, and he has served on various citizen committees and as board president of Canyons School District, which he helped found. He hopes this contract will provide additional opportunity to be involved in the community he loves. Chad Woolley, firm partner, also represents and conducts business on behalf of the firm (contact information also below). Thank you again for your consideration. We believe we can craft a unique approach, including the potential of working with other applicants as a team, to provide the best legal services to the Council. We look forward to talking to you about the possibilities.

A handwritten signature in black ink, appearing to read 'Tracy Cowdell'.

Tracy Scott Cowdell, Esq.
(801) 550-9864
tcowdell@me.com

Yours Truly,

COWDELL & WOOLLEY

A handwritten signature in black ink, appearing to read 'Chad Woolley'.

Chad L. Woolley, Esq.
(801) 550-3988
cwoolley@me.com

EXECUTIVE SUMMARY

With this proposal, we have attempted to closely follow the request for proposal outlined by the Sandy City Council. We are ready and available to represent the City Council in all matters. Our firm's specialty is representing governmental entities, political subdivisions, local service districts and municipalities. We understand the issues and circumstances before local government entities, and we have a strong track record of helping them achieve their goals. In all, our firm has 10 experienced attorneys, led by Tracy Cowdell and fellow firm partner Chad Woolley. We also employ 10 support staff members, and all of our staff are permanent employees. As a firm, we have been representing municipalities for the past decade. We have extensive experience relating to local district law and interlocal agreements, land use and commercial law, construction and professional service contracts, bond and debt issuance, litigation and real estate, employment law, open meetings laws, matters of public responsibility, and other experience related to representing elected and appointed officials. In addition to our municipal work, we also represent sewer collection and treatment systems, both of which have provided us with significant experience in local government practice. We are highly knowledgeable in areas of budgeting and contracts, policies and procedures, legal issues and planning, and employment and staffing.

Our firm recognizes that each of our clients has unique needs and wishes. Therefore, we keep a very flexible mindset when interacting with each client. Before deciding on each provision, we suggest a meeting between the relevant parties to discuss any outstanding issues or questions. We have several jurisdictions in which we have crafted unique "out-of-the-box" arrangements to take care of our clients. In this case, for instance, we are open to the possibility of working with other applicants as a team to provide the best legal services to the Council. Most important to us are our clients and their goals. Our niche is government-related work because we recognize the difference local leaders make each day. Their decisions have impact on citizens that few ever realize and many take for granted. We take a great deal of pride in assisting those efforts. Mainly, we at COWDELL & WOOLLEY, P.C. feel that we are able to meet all of the City Council's requirements and will do so with a high level of quality.

All of our attorneys will be available to help on complicated projects or with specialized questions. We are available to provide the Sandy City Council with appropriate legal research, draft and review contracts and documents, and provide trusted legal advice. We will also attend City Council meetings, work in concert with the City Council's Executive Director, and coordinate with the Sandy City Attorney on legal matters as necessary. We are prepared to represent the Council in fiduciary matters and all other duties. Our firm has attorneys with 15 years of knowledge and experience with Utah municipal law, other public sector experience and utility law. All 10 of our attorneys are members in good standing with the Utah State Bar. Collectively, we have more than 50 years of experience practicing law in the public sector.

Please accept firm partner Tracy Cowdell's signature on the accompanying cover letter as the RFP's requested authorization of COWDELL & WOOLLEY, P.C.'s intent to comply with all terms, conditions and specifications set forth.

PROPOSAL

A. STATEMENT OF QUALIFICATIONS

1. **Attorney Information.** At COWDELL & WOOLLEY, P.C., we have the advantage of a full firm of attorneys and support staff. In all, Cowdell & Woolley employs 10 attorneys and 10 support staff members, including four paralegals, providing the necessary personnel available to help the Sandy City Council in all practice areas. The names, addresses and phone numbers of our firm's attorneys are listed on each of their résumés, included with this proposal as "**Exhibit A.**" We are happy to provide requested birthdates upon award of this contract.
2. **Lead Attorney.** The contact person for this RFP is Cowdell & Woolley Partner Tracy Cowdell:

Tracy S. Cowdell, Partner
32. E. Main Street (principal office)
Sandy, Utah 84070
Phone: 801-550-9864
Email: tcowdell@me.com

Tracy will serve as lead attorney to the Sandy City Council, with Cowdell & Woolley Partner Chad Woolley as back up. In addition, all of our attorneys will be available to help on complex matters.

Our attorneys are licensed and admitted to practice in Utah State and Federal Courts. All of our attorneys are familiar with the statutes, court rules, constitutional provisions, and case law relevant to municipal law. We regularly attend trainings and conferences specific to governmental attorneys and staff, such as those hosted by the Utah City and District Attorneys Association (UCDAA), the Utah Association of Counties (UAC), the Utah Prosecution Council (UPC), and the Utah Prosecutorial Assistants Association (UPAA), among others.

Our attorneys are diverse and speak several world languages including Spanish, Portuguese, French, Japanese, Swedish, Tagalog and Haitian-Creole. Our attorneys also represent a variety of backgrounds, with attorneys from rural communities like Manti to suburban communities like Sandy and Salt Lake City. Our firm's attorneys bring a wealth of experience in civil, criminal legal work and government work.

3. **Background.** Our firm focuses almost exclusively on representing governmental entities with impressive experience in civil representation of municipalities and other political subdivisions of the State of Utah. Our attorneys are competent in all areas of civil and criminal practice related to local governments. In addition, COWDELL & WOOLLEY, P.C.

prosecutes approximately 5,000 cases in the justice courts per month (over 60,000 cases annually). Our area of specialty in working with government agencies is directly relatable to the needs of the Sandy City Council. In particular, we have gained direct municipal experience including advising council members in Council-Mayor forms of government through our current work as City Attorney for Taylorsville, City Attorney for Ephraim City and City Attorney for Providence. Our clients Taylorsville City, Providence City and Ephraim City all are Council-Mayor forms of government. We also advise elected officers of the Daggett County Commission and the Sandy Suburban Improvement District Board of Trustees. We have also represented several other Utah cities over the past decade, on an as needed basis. In addition, Tracy's civic experience has given him unique perspective in this area. He was himself an elected member of a board, serving as Canyons School District's first board president in its history and as vice president of the Jordan Board of Education.

Our strongest asset is the experience and knowledge we have acquired in representing governmental and public sector entities. We know what works and what doesn't. We have the ability to step right in and do what needs to be done. Our work ethic is strong and we are committed to doing our best. We are highly competent with relevant statutes.

The same attorneys will be working with the City Council so that they develop relationships with you and your staff. This will also ensure that the attorneys are familiar with the specific legal issues, the cases and the interests of the Council. Our attorneys will attend all meetings relevant to the job, and provide legal advice as necessary or requested, including progress reports, status reports, recommendations and opinions.

Our attorneys are comfortable in advising elected and public officials. We will provide legal advice based on an in-depth understanding of applicable local ordinances and state laws, with which our attorneys are well versed. We will hold regular meetings with City officials and staff to determine how we can improve our services. We will also appear and make reports as needed in council meetings, work sessions and any other relevant meetings. An organizational chart depicting our plan for service delivery and how we anticipate tasks and projects will be managed for the Sandy City Council is attached at the end of this proposal as requested.

- 4. Experience.** Our firm is exceptionally experienced in working with elected and appointed officials. Because we work with governmental, municipal and political entities, we understand the inherent fiduciary responsibility to taxpayers and we know how to develop creative solutions given our knowledge of local municipal law. We report directly to elected officials in our representation of other governmental entities. As such, we are skilled, professional and tactful. At the same time, we are down-to-earth in the manner in which we work in concert with public officers. We understand how elected officials feel when stories run in the media, and are therefore discreet and careful in our approach in handling confidential or sensitive information, with particular consideration given toward

those to whom we report and toward the effect our actions could have on furthering the interests of the City and community at large.

Partners Chad Woolley and Tracy Cowdell, as well as the firm's associate attorneys, are all members in good standing of the Utah State Bar. Following is a brief description of their previous background and experience. Résumés are attached. Also, included as "**Exhibit B**" are printouts from the Utah State Bar showing verifiable evidence of membership for each of our 10 attorneys:

Tracy Scott Cowdell earned degrees in political science and sociology as well as a certification in criminology and corrections at the University of Utah, graduating summa cum laude (top 1 percent). He obtained a law degree from Brigham Young University. For the past 15 years he has represented governmental entities, practiced criminal law, and represented various private individuals and corporations. As a volunteer, Tracy has served on Sandy City's Board of Adjustments, is the past Chairman of the Sandy Elementary School Community Council and acts as Assistant Coordinator of the Historic Sandy Neighborhood Watch. He also has served as president of the Canyons School District Board of Education, as a member of Sandy City's Community Development Block Grant Committee and as the Institutional Head of Boy Scouts of America Troop 1231. Tracy represents Sandy Suburban Improvement District and the South Valley Wastewater Treatment Facility. He recently was appointed by the Utah State Board of Education to decide employee matters as a hearing officer for the Utah Professional Practices Advisory Committee. He also is an Administrative Law Judge for Draper City, the Utah State Department of Environmental Quality, the Scenic Byway Committee, Washington County School District and Salt Lake City School District. Tracy is the part-time appointed civil city attorney for Taylorsville.

Chad L. Woolley has 15 years of prosecutorial and city attorney experience. He has a bachelor's degree in Design Engineering Technology from BYU and has been a programmer and the IT manager for several companies. He began practicing law in 2001 after graduation from the J. Reuben Clark Law School at Brigham Young University. Chad is still actively involved in the IT industry and is the main developer who created the scheduling system in use with our municipal clients. He has been prosecuting in multiple Sanpete County justice courts for the past decade and has found an area where he is able to make a difference in the communities he serves. In addition to his career, Chad volunteers time as the Murray Ute Conference Football District President, a Scout cubmaster, and as a football, softball, baseball and basketball coach. Chad also sat on the Board of Directors of the Murray Area Chamber of Commerce, and he is a licensed pilot. Chad recently was invited to study with the prestigious National Computer Forensics Institute in Birmingham, Alabama. There, he received instruction in digital evidence and cyber-crime investigations. The federally funded training center is run by the U.S. Secret Service's Criminal Investigative Division. Chad is the appointed County Attorney for Daggett County, as well as the Ephraim City Attorney and Providence City Attorney.

In addition, each of the firm's associate attorneys have the requisite experience and knowledge to assist in representing the Sandy City Council. They include:

Stephen K. Aina who began work in criminal prosecution during law school and continued with that field as his emphasis since graduating from Brigham Young University's J. Reuben Clark School of Law in 2013. Stephen enjoys practicing in other areas of the law as well and has both understanding and experience in numerous areas of civil practice, including employment and administrative law, family law, business creation and associations, mediation, corporate debt collection, property rights and recording, wills, trusts, and estates, and matters relating to special service districts and other political subdivisions. Stephen also enjoys being able to take on local pro bono matters in and around Sandy, where he resides with his family.

Joshua T. Collins who was born and raised in Sandy, Utah, where he graduated from Jordan High School and is proud to be a Beetdigger. Josh graduated from Salt Lake Community College in 2006 then transferred to the University of Utah where he received his B.A. in English with a minor in Asian American History in 2008. Josh then moved his family to Spokane, Washington, where he received his law degree from the Gonzaga University School of Law in 2011. In early 2012, Josh began working with Cowdell & Woolley in Taylorsville focusing mostly on prosecution. In addition to prosecuting cases, Josh also spent time drafting interlocal agreements, researching issues relating to the Salt Lake County Area-Wide Water Quality Management Plan for the Sandy Suburban Improvement District and South Valley Water Reclamation Facility, and practiced some landlord tenant law. In December 2012, Josh began working as a prosecutor in the Salt Lake City Prosecutor's Office. Josh returned to Cowdell & Woolley four years ago and now prosecutes in Taylorsville.

Melissa Flores serves as Of Counsel to Cowdell & Woolley. She is a current doctoral candidate at the University of Utah, studying education, culture and society. Most recently, she has worked as General Counsel at both Salt Lake Community College and Westminster College. She has strong background in employment and labor law, working as Chief Civil Rights Officer/Compliance Officer for Canyons School District; Director of Corporate Human Resources/Compliance for Cavco Industries based in Phoenix, Ariz., and Director of Human Resources/General Counsel at Mariana's Enterprises of Las Vegas. She also was the EEO Liaison/Sr. Human Resources Analyst for University Medical Center in Las Vegas. She holds a juris doctorate from BYU's J. Reuben Clark Law School.

Marcus Gilson is originally from eastern Washington and has been living in Utah since 2008. Marcus graduated from Brigham Young University with a bachelor's degree in Portuguese in 2011 and then started law school at BYU that fall. Marcus enjoys spending time with his family. He loves music, watching college football and being outside. Marcus has a special interest in criminal work, as well as being involved in local government. Marcus has strong legal writing skills, and enjoys being in the courtroom and working with

people. Marcus served as the Executive Editor, Journal of Public Law from 2013-2014 and as Associate Editor, Journal of Public Law, 2012-2013.

David S. Lassetter recently joined Cowdell & Woolley, where he works as an assistant prosecutor for South Salt Lake City and Taylorsville City. His prior positions include work as a freelance attorney and as a law clerk for Sharifi & Baron, as well as Medicity, both based in Salt Lake City, and Millennium Entertainment based in Los Angeles. He is a graduate of J. Reuben Clark Law School at Brigham Young University, where he also received a bachelor's of arts degree in English and Philosophy. He is fluent in Haitian-Creole.

Niel H. Lund was raised in Manti, Utah, and graduated from Manti High School in 1999. After serving as a missionary for The Church of Jesus Christ of Latter-day Saints in the Philippines, Niel returned to Snow College, where he earned an associate's degree. Niel also joined the Navy Reserve to serve his country, a position he still proudly holds today. Niel received his bachelor's degree in international business management from Brigham Young University-Hawaii, and his juris doctorate from Creighton University School of Law in Omaha, Nebraska. He joined COWDELL & WOOLLEY, P.C. in 2013, relocating to Manila, Utah, where he works for the Daggett County Attorney's Office. He recently returned to Cowdell & Woolley after completing a year-long military leave, in which he was stationed stateside in Georgia.

Ryan Richards is an associate attorney with Cowdell & Woolley, who works as the City Prosecutor for South Salt Lake City. He graduated magna cum laude from the J. Reuben Clark School of Law at the University of Utah in 2012, and received his bachelor's of arts in political science from the U. Prior to joining Cowdell & Woolley, Ryan worked as an associate prosecutor for the Salt Lake City Prosecutor's Office. He served as an intern at the U.S. Mission to NATO for Michael Ryan, the U.S. Army Defense Advisor for the U.S. Mission to the E.U., and worked as an intern at the Utah State Legislature for Senators Wayne Niederhauser and Kevin Van Tassell. Ryan served a religious mission to Toulouse, France, and is conversant in French.

Stephanie A. Shelman graduated from Brigham Young University with a bachelor's degree in public relations. Stephanie continued on to earn her law degree from Arizona Summit Law School in 2014. Stephanie specialized in municipal criminal prosecution during law school and interned at the U.S. Attorney's Office in Salt Lake City and at the Maricopa County Superior Court. Stephanie also practiced criminal prosecution for the cities of Glendale, Avondale, and Buckeye while in law school. Stephanie joined COWDELL & WOOLLEY, P.C. in 2014 and currently works as both a deputy city attorney for Taylorsville and as an assistant prosecutor for Taylorsville.

5. **Current Clients.** Our current client list, including local governments currently served by the firm, is as follows:

Taylorsville (Civil and Criminal)
 Daggett County (Civil and Criminal)
 Ephraim (Civil and Criminal)
 Providence City (Civil Only)
 South Salt Lake City (Criminal Only)
 Draper (Criminal Only)
 Herriman (Criminal Only)
 Moab (Criminal Only)
 Spring City (Criminal Only)
 Moroni (Criminal Only)
 Fairview (Criminal Only)
 Fountain Green (Criminal Only)
 South Valley Water Reclamation Facility Sewer Treatment Plant
 Sandy Suburban Improvement District
 Cache Mosquito Abatement District
 Ute Conference
 Ogden-Weber Community Action Partnership

6. **References.** The following three contacts can attest to the relevant legal advice and quality of work that we have completed as it relates to our municipal and governmental clients. We are also happy to provide a broader reference list if desired.

- **John Taylor.** Taylorsville City Administrator. Phone: (801) 963-5400. Email: jtaylor@taylorsvilleut.gov.
- **Troy Walker.** Draper City Mayor. Phone: (801) 576-6513. Email: troy.walker@draper.ut.us
- **Jerry L. Knight.** Sandy Suburban Improvement District General Manager. Phone: (801) 561-7662. Email: jknight@sandysid.com

7. **Bar Membership.** Printouts from the Utah State Bar showing “Evidence of License” to practice law in Utah for each of our 10 attorneys are attached as “**Exhibit B.**”

B. PERFORMANCE AND EFFECTIVENESS

COWDELL & WOOLLEY, P.C. focuses primarily on representing governmental entities with impressive experience in civil representation of municipalities and other political subdivisions of the State of Utah. We are highly skilled in all areas of law and responsibility pertaining to the Sandy City Council’s RFP seeking Legal Counsel, including but not limited to:

- Strategic Planning
- Govt/ Legislative Relations
- Condemnation
- Lobbying
- Drafting of Contracts & Policy
- Corporations

- Communications
- Networking
- Utility Law
- Real Property
- Administrative Law
- Intellectual Property
- Bonding/Public Finance
- Open Meetings Laws
- Corporate Governance
- Technical/ Computer Systems
- Land Use
- Public Records
- Regulatory Law
- Procurement
- Commercial Law

Our work representing municipalities and special services districts has given us direct experience in all of these areas. We are available to prepare documents necessary or advisable in connection with assisting the City Council; provide advice and consultation to the Council; prepare periodic reports to the City Council; consult with all appropriate persons or entities, and provide all representation or assistance requested in legal matters.

Individually, Tracy was admitted to the Utah State Bar in October 2001 and has practiced law in the state of Utah for the past 15 years. His specialty is municipal and governmental law and municipal prosecution. He has practiced in this area for 15 years. He also has 15 years of litigation experience, with a successful track record. Tracy's specialty is representing Utah municipalities. He has affiliations with the Utah Prosecution Council, the Utah Municipal Attorneys Association, the Utah League of Cities of Towns, among others. As Taylorsville City Attorney and General Counsel to Sandy Suburban Improvement District and South Valley Water Reclamation Facility, he has excellent experience advising board members and elected officials.

Between them, firm partners Tracy Cowdell and Chad Woolley have more than 25 years of experience in governmental practice. Chad and Tracy are both trained mediators and have experience in conflict resolution, mediation, arbitration and negotiations. They both are trained in parliamentary procedure. They have both trained others regarding the Open and Public Meetings Act. They are comfortable advising clients regarding the latest procurement requirements for local and special districts, employment and labor law, GRAMA, and other relevant state and local rules. They are comfortable training the staff on legal issues. They also have experience investigating complaints and defending a governing body regarding legal action against its operating organization. Chad and Tracy have both tried numerous cases to conclusion in front of juries and judges in both state and federal court. Through their work as civil city attorneys, they both are experts in all areas of employment and labor law, as well as drafting ordinances and contracts, proper records maintenance, land use and zoning, real estate matters including deeds and real estate, municipal bonding and debt issuance, municipal liability, and government ethics laws.

They each have more than a decade of experience in practice areas including evictions, collections, bankruptcies, litigation, bidding and procurement issues, contractor terminations, liens, insurance, and general business matters.

Additionally, our lawyers are experienced in interacting with the media and Legislature. We value relationships. The connections we have formed with Utah legislators, city leaders and other elected officials may be useful from time to time. By combining these skills, our unique

connections and legal expertise, we have a strong track record of helping our clients achieve their goals and desired legal outcomes. With a full firm of 10 attorneys and additional support staff, we have the ability to assign the right personnel with the right expertise to any particular project. Value added resources of our firm include:

- **ORGANIZATION AND STAFF SUPPORT** — We have four paralegals who will assist when necessary. We also are a progressive office regarding the usage of technology.
- **RESEARCH** — Our firm subscribes to an online database. This database provides us with all state and federal rules and regulations. This is provided at no charge to the client.
- **CASE MANAGEMENT SYSTEM** — Firm Partner Chad Woolley has developed a computer software system that allows our firm to manage projects and track tasks. The system has streamlined workloads, allowing for greater organization and efficiency.
- **PUBLIC RELATIONS** — We have developed close relationships with local media and understand communication advocacy, public outreach and messaging. We employ a former journalist on staff as communications coordinator who may be called upon to help our clients. Several of our attorneys also have experience in public relations. We are highly capable in assisting in this area.
- **GOVERNMENT RELATIONS** — We have worked to develop relationships with elected officials across the state, including mayors, city council members and legislators. We believe in networking and bringing people together. We also know many key lobbyists and have worked closely with them in meeting our clients' goals. In addition, our attorneys have drafted bills that have been enacted as law by the state Legislature and governor. We understand the process, and have a strong record of success in this area.

This experience has given us the ability to practice at a high-performance level and with effectiveness. With our legal knowledge, research and analytical capabilities, we are able to provide competent representation. We are committed to principle-centered, ethical leadership, adhering to legal policies and procedures that promote the public interest. We practice at the highest level of professional conduct and with a collaborative mindset.

C. LOCATION

Our primary office, where the work will be performed, is based in Sandy, Utah. We also have a presence in Taylorsville, South Salt Lake, Draper, Herriman and Moab, as well as Sanpete and Daggett counties. This allows us to be accessible, responsive and available. Because of our unique focus on the latest technologies, we are only minutes away. We can be called upon whenever an issue comes up. We are available and willing to meet in person anytime the need arises. Because our lawyers primarily work for political subdivisions of the state of Utah, we understand that we are “on call” 24 hours a day. We are always available by e-mail, cell phone or texting.

D. RESPONSIBILITIES TO THE CITY COUNCIL

We know and recognize that with the awarding of this contract, the City Council is our client. As such, we are committed to doggedly representing the Council in all matters. Areas of particular commitment include:

1. Consistency. The same attorneys will be working with the Sandy City Council so that they develop relationships with you and your staff. This will also ensure that the attorneys are familiar with the specific legal issues, the cases and the interests of the Council.
2. Exceptional Communication. Our customer service is what separates our office from other firms and attorneys. We are willing to do whatever it takes to make sure we meet our clients' needs, and we understand the value of forming and keeping relationships.
3. Representation at Meetings. Our attorneys will attend all meetings relevant to the job, and provide legal advice as necessary or requested at those meetings.
4. Availability and Office Hours. Our schedule works well with Sandy City's hours of operation. We also are available 24/7 to provide advice. We regularly field after-hours calls by cell phone. We are always available to discuss relevant employment matters or other questions.
5. Legal Advice. Our attorneys are comfortable in advising elected and public officials. We will provide legal advice based on an in-depth understanding of applicable local ordinances and state laws, with which our attorneys are well versed.
6. Acting as a Liaison. Our attorneys will coordinate outside legal counsel as needed and as directed by the Council.
7. Drafting of Ordinances, Resolutions and Contracts. Our attorneys are very experienced in and are competent to draft ordinances, resolutions, codes and other documents on behalf of the City. We are also comfortable working with staff who simply prefer to draft such documents themselves and have legal review of them.
8. Preparing, Filing and Reviewing all Documentation. We will prepare, file and review all appropriate documents, including, but not limited to contracts, agreements and other compliance documents.
9. Representing the Council. In the event that litigation counsel is needed, we will be available to represent the City Council as appropriate. We will determinedly represent the Council's interests in any legal or civil actions as necessary where it is a party.

10. Assisting Outside Counsel Work. Our firm is very capable in supervising and assisting outside counsel work, including special litigation.
11. Expertise with Governmental Organizations. The majority of our practice is representing governmental entities. We understand current budget constraints. We seek to save our clients money. We are committed to be fiscally responsible in our representation of our clients.
12. Networking. Our office has developed a political network with local municipalities, special districts, education leaders, counties and key legislators. These relationships may be helpful from time to time, especially in monitoring and implementing any legislative changes involving the City and its employees.
13. Personnel Matters. Our attorneys are knowledgeable in both state and federal laws involving employees and the workplace. We will assist in employee discipline, grievances, personnel policies, and other personnel work involving legal interpretation, advice or representation. Perhaps more importantly, we will work with the City to maintain good relationships between employees and supervisors and a positive working environment.
14. Open Meetings Act Training. We offer annual training on the Utah Open Meetings Act for elected officials. Training is also available regarding State Procurement Code, the Utah Employee Ethics Act, and other relevant codes and statutes.
15. Training for Law Enforcement and Code Enforcement. In consultation with law enforcement leaders and the planning department, we are available to conduct formal training for officers as desired.
16. All Legal Research Materials and Books. As part of our contract, we will provide all periodicals and research materials.
17. Legal Training. As part of the contract, we will pay for all continuing education requirements for the lawyers and staff.
18. Regular Meetings with Stakeholders. We will hold regular meetings with city officials to determine how we can improve our services.
19. Regular Verbal and Written Reports. As needed, we will provide reporting to the City Council. We will also appear and make reports as needed in council meetings, work sessions and any other relevant meetings.
20. Travel Time. We do not bill our governmental clients for regular travel time. For unanticipated and special or unplanned meetings, we may charge a reasonable fee.

21. Other Duties. We will perform other legal services and tasks as requested.

E. INSURANCE

Our firm currently carries \$1 million in malpractice insurance. We also carry the necessary levels of workers' compensation and business owners' insurance. We are open to increasing our professional liability coverage amount to \$2 million per occurrence, as detailed in the RFP, if it is determined to be a requirement of hiring. Requested documentation of that policy is attached at the end of this proposal as "**Exhibit C.**"

F. DISCLOSURE OF CONFLICTS

We offer the following disclosure in regard to whether designated lead attorney Tracy Cowdell or the firm currently represent, or have represented in the past 10 years, any clients that may pose a conflict, as well as other associations that may also present a conflict:

1. We have no client whose representation may conflict with the ability of the firm to provide legal services to the City Council.
2. We do not represent any real estate developers.
3. We do represent two government agencies that have jurisdiction within or contiguous to Sandy City. They are Sandy Suburban Improvement District, whose boundaries and constituency overlap that of Sandy City; and Draper City, for whom designated lead attorney Tracy Cowdell serves as an administrative law judge and COWDELL & WOOLLEY, P.C. provides prosecution services.
4. Designated lead attorney Tracy Cowdell's sister-in-law is Brooke Christensen, who was elected in November 2017 to represent District 1 on the City Council.
5. We are a smaller firm and it is easy to determine potential conflicts among clients or otherwise. Generally speaking, if a conflict arises it is readily apparent. However, during our weekly staff meetings, all attorneys and staff discuss pending issues. Any conflicts that have not otherwise been found are discussed and remedied during the meeting. We have relationships with many municipal attorneys that are available should any conflict arise among clients during our performance of services. See our current list of clients included in this proposal as Item A. 5.

G. FEE PROPOSAL

A rough range of our fees is approximately \$150.00 to \$210.00 per hour depending on the length of the term. For a longer-term relationship, we charge lower hourly fees. We prefer to negotiate a flat monthly fee that includes all of the legal services that our clients require. Generally, with a flat fee, we estimate the number of hours we will work each week, or each month and create a schedule around that estimate. As time progresses, we determine through feedback from our clients and our attorneys whether our estimate was accurate and adjust accordingly. We feel that a flat fee agreement allows us to set a regular schedule and actually charge our clients less than a straight hourly rate would allow for. In this case, we would propose a monthly flat-fee amount

of \$10,000 for legal services to the City Council. Litigation is not included in the flat fee because it is not possible to accurately estimate the time involved. We bill for litigation on an hourly basis at a negotiated rate. Our litigation rate is \$250 per hour, but for our flat fee clients we lower that fee to \$200 per hour or less. We are flexible in establishing regular days and times as needed. If attorney time required is more or less than estimated, we can adjust our proposal accordingly. Hourly rates based on employee classifications include:

- A single, hourly billing rate for partners Tracy Cowdell and Chad Woolley is \$210.00, including clerical and overhead.
- A single, hourly billing rate for lawyers considered to be Associates is \$150.00, including clerical and overhead.
- A single, hourly billing rate for Paralegals, including clerical and overhead, is \$80.00.

The minimum increment of time billed is 10 minutes. Typically, however, we bill monthly for our services. We prefer to negotiate a flat fee arrangement for the reasons stated earlier; it is also simpler for budgeting. We will offer an hourly discount if we enter into a flat-fee agreement. We request that our clients pay us at the beginning of the month for the work we will do for that month. We try to be flexible in our methodology to conform to the requisite needs. We are also open to negotiating an hourly rate, if the Council prefers that route. Other services are offered without fee, including:

Regular Travel Time:	No Charge
Legal Periodicals:	No Charge
Supplies:	No Charge
Telephone and Library:	No Charge
Conferences:	No Charge
Training:	No Charge

H. EXECUTED AGREEMENT

With this proposal and upon award of the contract, we agree to participate in the execution of an agreement, drafted by the City, for council legal services and acknowledge that the agreement can be terminated upon thirty (30) days written notice by either party.

I. ORGANIZATIONAL INFORMATION

1. The City will be contracting with attorneys Tracy Cowdell and Chad Woolley, through their law firm, COWDELL & WOOLLEY, P.C., if an award is made.
2. Our filing with the Utah Department of Commerce showing the firm’s business entity information including officers’ names, business address and contact information is attached as “**Exhibit D.**”



3. An organizational chart identifying the lines of responsibility of our firm, including contracting attorneys and all employees and personnel, in providing services to the Sandy City Council is attached as "**Exhibit E.**"

EXHIBIT A

RÉSUMÉS

TRACY SCOTT COWDELL

32 EAST MAIN STREET, SANDY, UTAH 84070 • cell: 801.550.9864 • home: 801.566.4287 • e-mail: tcowdell@mc.com

PROFESSIONAL EXPERIENCE:

Partner, COWDELL AND WOOLLEY, P.C., Sandy, Utah (2001-Present)

- Areas of emphasis include: all areas of representation of governmental entities
- Represent public and elected officials in their official capacity
- Administrative Law Judge for Draper City, Utah Division of Environmental Quality, Utah Professional Practices Advisory Commission, Washington County School District, Salt Lake City School District, Utah Scenic Byways Committee
- Daily experience with negotiation, collaboration and problem solving
- Senior advisor to appointed and elected officials
- Practice includes GRAMA, Utah Open Meeting Act, Employee Ethics Act, land use, the state procurement code, prosecution and other governmental related regulation
- Appointments: City Attorney for Taylorsville, Midvale and Draper City
- Other clients include: Sandy Suburban Improvement District, South Valley Water Reclamation Facility and other governmental clients

Chief Operations Officer, Advanced IT Solutions, Inc., Sandy, Utah (1998-2001)

- Co-founder and Principal
- Proficient in MS Office, the Internet, LAN/WAN management and other technology applications
- Liaison between company management and technical support team

EDUCATION AND CREDENTIALS:

Juris Doctorate, (2001) J. Reuben Clark Law School, Brigham Young University

- Faculty Award for Meritorious Achievement and Distinguished Service
- Extern in Chief Judge Dee Benson's Office, U.S. District Court
- Trained in mediation, negotiation and meeting facilitation
- Member of the Alternative Dispute Resolution Society

Bachelor of Science, (1997) *summa cum laude*, University of Utah

- Political science and sociology (double major) certified in criminology and corrections
- GPA 3.93 (top one percent)
- Sociology Scholar and Scholarship
- Alpha Kappa Delta sociology honors
- Member of Golden Key and Phi Beta Kappa Honors Societies
- Research, writing and publishing experience

PUBLIC AND VOLUNTEER SERVICE:

President/Member, Canyons School District Board of Education, Sandy, Utah (2008-2014)

Vice President, Jordan School District Board of Education, Sandy, Utah (2007-2009)

Chairperson, Sandy Elementary School Community Council

Chairperson, Sandy Elementary School Trust Land Committee

Director, Community Mediation Center, Provo, Utah (2000-2001)

Member, Board of Adjustment, Sandy City (2004-2008)

Member, CDBG Sandy Citizen Committee, Sandy City, Sandy, Utah (1997-2004)

AWARDS:

Excellence in Service, Unified Police District of Greater Salt Lake (2016)

Outstanding Service Award, Sandy City (2012)

Service Provider of the Year, City of Taylorsville (2011)

Outstanding Elected Official Award, Sandy City (2010)

Chad Lyle Woolley

Cowdell & Woolley, PC • 32 East Main Sandy, Utah 84070 • (801) 550-3988 • cwoolley@me.com

PROFESSIONAL SUMMARY

Attorney-at-Law with criminal trial experience combining superior technology expertise with excellent interpersonal and communication skills. Demonstrated ability to find, create, motivate, and lead productive teams. High-caliber presentation, negotiation and closing skills. Solid experience joined with a world-class education. Seeking opportunities where I can contribute with my unique abilities as well as enhance my trial and litigation skills.

Career Experience

DRAPER CITY, SOUTH SALT LAKE CITY

Prosecution Services

Apr 2014 – Present

TAYLORSVILLE CITY – “Outstanding Service Provider 2010”

Prosecution Services

Aug 2010 – Present

EPHRAIM, FAIRVIEW, FOUNTAIN GREEN, MORONI & SPRING CITIES

Sanpete County, Utah

City Prosecutor

Mar 2002 – Present

- Misdemeanor litigation. Trial work, Plea Negotiations, Liaison to Police Officers. Police Officer seminars and training. Various civil duties as needed.

MIDVALE CITY

City Attorney and Prosecution Services

July 2014 – Dec 2015

COWDELL & WOOLLEY, PC

Sandy, Utah

June 2006 – Present

- Partner. Justice Court Prosecution. Civil Litigation. Governmental Entity Representation. Technology and Business Law.

ZOLL & TYCKSEN, LC

Murray, Utah

Jan 2005 – June 2006

- Associate. Justice Court Prosecution. Civil Litigation. High-dollar Business Litigation.

CHAD L. WOOLLEY, PC

Payson, Utah

Oct 2001 – Dec 2004

- Sole Practitioner. Justice Court Prosecution, Collections, Litigation, General Practice.

ADVANCED IT SOLUTIONS, INC.

Sandy, Utah

1998 – 2003

- Founded the company. Built customer base from zero to over 50 companies. Responsible to investors for business success. Recruited and trained top-notch technicians and promoted and sold AITS's services.

Education

JURIS DOCTORATE

J. Reuben Clark Law School, BYU

2001

Provo, Utah

BACHELOR OF SCIENCE, DESIGN ENGINEERING TECHNOLOGY

Brigham Young University

1991

Provo, Utah

HIGH HONORS, COLLEGE PREP

Spanish Fork High School

1984

Spanish Fork, Utah

STEPHEN K. AINA

8614 S. 550 E., Sandy, UT 84070 | H: 801.561.5272 | C: 801.413.6093 | skaina.law@gmail.com

PROFILE SUMMARY

Strong leadership/management skills and experience, Self-starter, Hardworking, Outstanding interpersonal skills, Well versed in all aspects of criminal law, procedure, evidence, and courtroom practice, Positive, Ambitious, Able to think quickly-on-feet, Preparation-minded, Thrives in challenging and demanding environments, Service oriented.

RELEVANT PROFESSIONAL EXPERIENCE

COWDELL & WOOLLEY, P.C. (2011 – Current)

HEAD OF PROSECUTION OPERATIONS

- Manage prosecution services for all jurisdictions served by Cowdell & Woolley
- Establish policies, scheduling, and best practices for meeting the needs of municipal prosecution clients.
- Provide initial and continuing training and guidance for firm prosecuting attorneys
- Liaise with client city officials as necessary to ensure client satisfaction
- Work with office staff manager to ensure smooth operation of prosecution support services.

LEAD PROSECUTING ATTORNEY – Taylorsville, UT and Herriman, UT

- Supervision of Criminal Prosecution and related matters for the City
- Experienced and highly effective in Pre-trial negotiations, and Bench and Jury Trial practice and preparation.
- Created procedures for handling Expungement Petitions, Bail Bond Forfeitures, Special Writs, and other less known but essential prosecutorial responsibilities.
- Exceptional Motion and Brief Writer, with particular skill in persuasive clarity and logical progression.

Highlights

- Attorney Member of the State of Utah Bail Bond Surety Oversight Board (Appointed July 2014, by State of Utah Insurance Department Commissioner)
- Member, Misdemeanor Legislative Action Committee (MISLAC)
- Obtained Key Jurisdictional Ruling in Favor of Briefed Position in 2014 regarding municipal codes, preventing the possibility of hundreds of criminal justice court convictions being incorrectly reopened and retroactively dismissed.

CIVIL PRACTITIONER – in Salt Lake and Utah Counties, UT

- Experience and understanding in handling private, business, and governmental cases and legal matters in all areas of government law.

EDUCATION

- Juris Doctorate – 2013 – J. Reuben Clark School of Law, Brigham Young University
- Bachelor of Science in Psychology – 2003 – Brigham Young University
- Two years, US Air Force Academy – Dean’s List, Commandant’s List, Athletic Director’s List, Superintendent’s List, Honorable Discharge

JOSHUA THOMAS COLLINS

288 W. Bubbling Brook Ln. Draper, UT 84020 • (801) 557-7682 • jthomascollins@gmail.com

PROFESSIONAL MEMBERSHIPS

Member Utah State Bar

October 2011

EDUCATION

Gonzaga University School of Law

J.D.

- Gonzaga Law Review - Member Editorial Staff
- CALI Award - Legal Research & Writing IV
- J. Reuben Clark Law Society - Northwest Regional Representative

Spokane, Washington

May 2011

University of Utah

B.A. English

- Dean's list three semesters

Salt Lake City, Utah

May 2008

Salt Lake Community College

A.S. General Education

- Dean's list all four semesters
- Writer, Globe Student Newspaper

Salt Lake City, Utah

May 2006

LEGAL EXPERIENCE

Cowdell & Woolley, P.C.

Associate Attorney

- Prosecution for South Salt Lake, Taylorsville City, and other municipalities, performing research, and supervising other attorneys and staff.
- Represent South Salt Lake City in front of the Utah Court of Appeals

Sandy, Utah

February 2015 – Present

Salt Lake City Prosecutor's Office

Associate City Prosecutor

- Prosecution for Salt Lake City

Salt Lake City, Utah

December 2012 – February 2015

Armknacht & Cowdell, P.C.

Associate Attorney

- Prosecution for Taylorsville City

Sandy, Utah

January 2012 – December 2012

Eric M. Steven, P.S.

Rule 9 Legal Intern

- Draft motions and orders and perform Legal Research relating to Landlord/Tenant law
- Appear in the Spokane District and Superior Courts daily

Spokane, Washington

March 2010 – April 2011

PUBLICATIONS

Deseret News

- *Setting The Pace: Utah Native's Record Power Surge Helps Get Tigers Off To Fast Start*, May 2, 2006.
- *Festival Atmosphere at Meet*, May 19, 2006.
- *Riverton and Bingham Square off Again Tonight*, Feb. 16, 2007.

Salt Lake City, Utah

MELISSA FLORES, ESQ.

**TRANSACTIONAL ATTORNEY
GENERAL COUNSEL**

10890 S 85 E ♦ SANDY, UT

UTLAWYER1@YAHOO.COM ♦ 702.682.2617

LINKEDIN: HTTPS://WWW.LINKEDIN.COM/PUB/MELISSA-FLORES/4/756/9B5

UT BAR NUMBER 08342

PROFESSIONAL EXPERIENCE

Salt Lake Community College Salt Lake City, UT (2015-2017)
General Counsel

Westminster College Salt Lake City, UT (2013-2015)
General Counsel

Canyons School District Sandy, UT (2009-2013)
Chief Civil Rights Officer/Compliance Officer

Cavco Industries Phoenix, AZ (2007-2009)
Director of Corporate Human Resources/Compliance

Mariana's Enterprises Las Vegas, NV (April-October 2007)
Director of Human Resources/General Counsel (6-Month Contract Position)

University Medical Center Las Vegas, NV (2005-2007)
EEO Liaison/ Sr. Human Resources Analyst, Labor Relations

Sybase Inc. Orem, UT (2003-2005)
Human Resources Manager/EEO Attorney (Latin America Operations)

Brigham Young University Provo, UT (1999-2003)
Manager, Equal Employment Office/504 Coordinator

EDUCATIONAL CREDENTIALS

University of Utah
Ph.D. program in progress GPA 4.0
Education, Culture, and Society

J. Reuben Clark Law School, Brigham Young University Provo, UT (1997)
Juris Doctorate

Brigham Young University Provo, UT (1994)
Bachelor of Arts, English

Marcus L. Gilson

4173 N Autumn Wood Cir. Lehi, UT, 84043

Phone: (919) 440-3252

marcuslg@byulaw.net

Education

J. Reuben Clark Law School, Brigham Young University, Provo, UT

Juris Doctor, April 2014

- Executive Editor, *Journal of Public Law*, 2013 – 2014
- Associate Editor, *Journal of Public Law*, 2012 – 2013

Brigham Young University, Provo, UT

Bachelor of Arts in Portuguese, Minor in Business Management, August 2011

- GPA 3.79
- Academic Merit Scholarships, 2005, 2009 – 2011

Bar Membership

Utah State Bar, October 2014

Experience

The Honorable Clark Waddoups, U.S. District Court of Utah, Salt Lake City, Utah

Judicial Extern, January – April 2014

- Researching and preparing bench memoranda on motion matters

Franklin County Prosecutor's Office, Pasco, WA

Rule 9 Legal Intern, Summer 2013

- Prosecuted cases under the supervision of an attorney, including working as lead counsel on a jury trial
- Prepared various motions with memoranda regarding admissibility of evidence
- Prepared a successful appellate motion to dismiss on the merits
- Negotiated offers with defense counsel
- Argued bail and other conditions of release

Intern, summer 2012

- Researched hearsay issues for a homicide trial
- Helped write a memorandum to admit hearsay evidence under an exception

Cerqueira Leite Advogados Associados (Law Firm), São Paulo, Brazil

Extern, summer 2012

- Revised and translated legal documents and client communications
- Researched real estate and operational issues for corporate clients

Service

The Church of Jesus Christ of Latter-day Saints, Recife, Brazil

Volunteer Representative, 2006 – 2008

Skills & Interests

Fluency in Portuguese, Eagle Scout, Reading Fiction, Trumpet, Foreign Language

DAVID S. LASSETTER

2588 Neffs Lane • Salt Lake City, Utah 84109 • Phone: (801) 278-2446 • Email: rjr72@byulaw.net

EDUCATION

J. Reuben Clark Law School, Brigham Young University, Provo, UT
Juris Doctor, June 2013

Brigham Young University, Provo, UT
Bachelor of Arts, English and Philosophy, April 2010

- Bicentennial Academic Scholar; College of Humanities Dean's List
- Research Assistant to Dr. David Paulsen (Philosophy Department)

EXPERIENCE

Cowdell & Woolley, South Salt Lake City/Taylorsville, UT
Prosecutor, January 2017 – Present

Freelance, Salt Lake City, UT
Attorney, May 2016 – November 2016

- Researched, drafted, and filed motions, petitions, replies, and memoranda for local attorneys
- Negotiated and settled felony and misdemeanor criminal cases
- Tried seven criminal cases

Sharifi & Baron, Salt Lake City, UT
Law Clerk, August 2014 – January 2016

- Conducted research in the areas of criminal, family, immigration, and contracts law
- Drafted and filed the firm's pre- and post-trial motions, petitions, replies, and memoranda

Medicity, Salt Lake City, UT
In-House Law Clerk, Summer 2012

- Assisted in drafting and reviewing contracts for a leading health information software provider
- Systematized, digitized, and tracked down contracts in their library in preparation for acquisition by Aetna
- Conducted research on healthcare regulation and HIPAA compliance issues

Millenium Entertainment, Los Angeles, CA
In-House Law Clerk, Summer 2011

- Assisted the General Counsel in evaluating contracts and intellectual property rights purchased out of bankruptcy
- Reviewed and analyzed the distribution terms for over 250 film-acquisition contracts
- Generated reports for potential customers on rights available for sub-license

BYU Broadcasting, Provo, UT
Sound Engineer, Mixer, Writer, Student Producer, Fall 2005 – Summer 2010

- Responsible for sound systems and collection schemes on live and taped events (Music, Theater, Athletic performances, and Documentaries)
- Produced a series of sports commercials
- Co-wrote a documentary film on the life of Philo T. Farnsworth, inventor of the television

ADDITIONAL INFORMATION

Licensed Attorney: Utah State Bar #15884

Accomplishments and Other Experience: 2-year LDS Mission to Ft. Lauderdale, FL (2003-2005), working with Haitian-Americans and immigrants; fluent in Haitian-Creole, limited French reading ability; Volunteered at the North Miami Adult School to help immigrants with English literacy; Staff Writer, *The Collegiate Post* (2006-2007)

Interests: Braintyping, philosophy, acting, improv, and screenwriting

Niel Henry Lund

PO Box 248, Manila, UT 84046 - (435) 851-3829 - nlund@daggettcountry.org

EDUCATION

Creighton University School of Law, Omaha, Nebraska

Juris Doctor, May 2008

Honors and J. Reuben Clark Law Society, President 2006/2007

Activities: Moot court participant, Moot Court bailiff, LexisNexis and Westlaw certified

Brigham Young University – Hawaii, Laie, Hawaii

Bachelor of Science, International Business Management, cum laude, June 2005

Honors and Phi Kappa Phi Honor Society

Awards: Awarded academic scholarships for academic achievement

Snow College, Ephraim, Utah

Associate of Arts, General Studies, *summa cum laude*, May 2003

Awards: Awarded academic scholarships for academic achievement

EXPERIENCE

Cowdell & Woolley, P.C. – Sep. 2013 – Present

Through a contract between our firm and Daggett County, I handle all of the responsibilities of the Daggett County Attorney, including all criminal prosecution and all civil matters.

Niel H. Lund, P.C. Sep. 2009 – September 2013

Attorney at Law

Manage cases in a variety of legal areas, such as Bankruptcy, Collections, Probate, Divorce, Child Custody, & Adoption. Justice Court Prosecution for the cities of Ephraim, Fairview, Fountain Green, Moroni, Spring City, & Taylorsville, Utah. Responsible for all aspects of prosecution, from screening through trial.

United States Navy Reserve Oct. 2002 – Present

Cryptologic Technician Interpretive, 1st class

Philippine language linguist. Translate needed documents from Tagalog and Tausug languages into English. Acting Division Chief of my division, lead and support 7 sailors who report to me.

* TS/SCI Security Clearance granted 15 Dec 2011 – CI Polygraph, 24 Feb 2012

Navy Instructor. Train sailors of all rates and pay grades on the Navy's alcohol and Drug abuse policy, as well as other General Military Training topics.

VOLUNTEER WORK

The Church of Jesus Christ of Latter-day Saints Sep. 1999 – Sep. 2001

Missionary – Philippines, Quezon City Mission

Supervised and managed 6-12 other missionaries, conducted weekly training. Worked daily among the Filipino people, meeting with and teaching them in their native Tagalog language.

Flaming Gorge Country Community Foundation May 2014 – Present

Co-Chairman of an advisory committee known as the Flaming Gorge County Community Foundation. Develop, raise funds, and recommend projects that will benefit Daggett County to the Community Foundation of Utah, a non-profit corporation.

Ryan J. Richards

2588 Neffs Lane • Salt Lake City, Utah 84109 • Phone: (801) 278-2446 • Email: rjr72@byulaw.net

Education:

- J. Reuben Clark School of Law (Graduated 2012)
Juris Doctorate: Graduated Magna Cum Laude
- University of Utah, Salt Lake City, Utah (Graduated 2009)
Bachelor of Arts in Political Science

Work Experience:

- Cowdell & Woolley – Salt Lake City, Utah (July 2015-Present)
Associate—Served as the City Prosecutor for South Salt Lake City. Responsible for all facets of the City's prosecution from screening through appeals.
- Salt Lake City Prosecutor's Office – Salt Lake City, Utah (June 2013-July 2015)
Associate City Prosecutor— Represented Salt Lake City in all facets of criminal prosecution from screening through appeals. Represented the City at arraignments, evidentiary hearings, motion hearings, and various other proceedings. Tried many bench trials and over 25 jury trials in both the Justice and District Courts. Represented the City before the Utah Court of Appeals. Represented the City at SWAPLAC meetings, Pioneer Park Coalition Meetings, and various coordination meetings with other agencies.
- Salt Lake City Prosecutor's Office – Salt Lake City Utah (2011-2012)
Intern—Represented the City in bench and jury trials. Wrote motions and responses to motions. Presented arguments at motion hearings. Performed research for attorneys on salient legal issues.
- Law Office of Sharon Preston P.C. – Salt Lake City, Utah (Summer 2010)
Intern – Practice areas included federal criminal defense and class action labor law litigation. Primarily performed research and wrote memos, including memos on various admissibility of evidence issues and mental competence.

Extracurricular Activities and Volunteer Experience:

- Intern at the US Mission to NATO for Michael Ryan, US Army Defense Advisor U.S. Mission to E.U. (2009)
Researched and prepared background papers. Attended NATO-EU meetings including the NATO-EU Capabilities Working Group meeting, the USEU Pol-Mil Team meetings, the USNATO ODA Staff Meeting, and multi-lateral diplomatic meetings. Assisted in arranging and participated in diplomatic lunches/dinners.
- Senate Intern at the Utah State Legislature for Senators Wayne Niederhauser and Kevin Van Tassell (2008).
Collected, organized, and analyzed polling data. Researched and tracked legislation and other salient issues. Wrote talking points for bills. Drafted letters and emails to constituents, lobbyists, and other legislators. Coordinated and managed the daily schedule.
- Volunteer Church Representative – Toulouse, France (2004-2006)
Read, write, and conversant in French.

11517 S. Field Haven Way
South Jordan, UT 84095
stephanie.nate89@yahoo.com

Stephanie A. Shelman

Utah Bar Member #: 15208

(801) 631-7718

PROFESSIONAL LICENSES & AFFILIATIONS

Utah State Bar – Admitted 2014; active
Utah State Bar’s Litigation Section – 2014
Utah State Bar’s Criminal Law Division - 2014
Utah State Bar’s Young Lawyer’s Division - 2014
Women Lawyers Association – 2014
Salt Lake County Bar Association – 2014
Central Utah County Bar Association – 2014

EDUCATION

Arizona Summit Law School, Phoenix, AZ

Juris Doctorate, April 2014 – Cum Laude

GPA: 3.35/4.0

Honors: CALI Award Recipient, Civil Procedure
CALI Award Recipient, Lawyering Process III
Recipient of Merit Scholarship
Recipient of Castro Scholarship
Phoenix Law Review Comment Publication – Volume 6, Number 3, Spring 2013
Dean’s List, Spring 2013, Fall 2013
Community Service Certificate for Pro Bono Service

Activities: Arizona Summit Law Review, Staff Editor, Fall 2012, Senior Technical Editor, Spring 2013-Spring 2014
J. Rueben Clark Law Society, Phoenix School of Law Chapter, Secretary, 2012-2013
Phoenix Law Women’s Association, Member
J. Rueben Clark Law Society, Member

Brigham Young University, Provo, UT

Bachelor of Arts in Communications: Public Relations, Minor in Political Science, December 2010

GPA: 3.7/4.0

Honors: Dean’s List
Academic Scholarship Recipient

Activities: BYU Pre-Law Review, Editor
Pre-Law Student Association, President
Bela Gallery Art Studio Public Relations, Campaign Volunteer

EXPERIENCE

Cowdell & Woolley, P.C.

Deputy City Attorney
Assistant City Prosecutor

September 2014 - Present

Rule 38-Certified Practitioner

Glendale City Prosecutor’s Office – Glendale, AZ
Avondale City Prosecutor’s Office – Avondale, AZ

January 2014 – April 2014

Law Clerk

United States Attorney’s Office – District of Utah, Salt Lake City, UT

May 2013 – August 2013

Legal Intern, Commissioner Patricia Starr

Maricopa County Superior Court of Arizona, Phoenix, AZ

February 2013-May 2013

EXHIBIT B

BAR MEMBERSHIP

Utah State Bar®

Tracy Cowdell

Basic Information

Prefix	Mr.
First Name	Tracy
Middle Name	S
Last Name	Cowdell
Bar Number	9290
Type	Active Attorney
Status	Paid
Date Admitted	10/17/2001
Law School	Brigham Young University

Business Contact Information

Organization	Cowdell & Woolley, P.C.
Mailing Address	32 E. Main Street
City	Sandy
State/Province	UT
Zip/Postal Code	84070
Country	United States of America
Work Phone	(801) 550-9864
Fax	(800) 388-7054
Email Address	tcowdell@me.com (mailto:tcowdell@me.com;)

Utah State Bar®

Chad Woolley

Basic Information

Prefix	Mr.
First Name	Chad
Middle Name	L
Last Name	Woolley
Bar Number	9286
Type	Active Attorney
Status	Paid
Date Admitted	10/17/2001
Law School	Brigham Young University

Business Contact Information

Organization	Cowdell & Woolley, P.C.
Mailing Address	32 E. Main Street
City	Sandy
State/Province	UT
Zip/Postal Code	84070
Country	United States of America
Work Phone	(801) 550-3988
Fax	800-388-7054
Email Address	cwoolley@aitsinc.com (mailto:cwoolley@aitsinc.com;)

Utah State Bar®

Stephen Aina

Basic Information

Prefix	Mr.
First Name	Stephen
Middle Name	K
Last Name	Aina
Bar Number	14579
Type	Active Attorney
Status	Paid
Date Admitted	10/22/2013
Law School	Brigham Young University

Business Contact Information

Organization	Cowdell & Wooley, PC
Mailing Address	32 East Main St
City	Sandy
State/Province	UT
Zip/Postal Code	84070
Country	United States of America
Work Phone	(801) 413-6093
Email Address	stephen@cwutah.com (mailto:stephen@cwutah.com;)

Utah State Bar®

Joshua Collins

Basic Information

Prefix	Mr.
First Name	Joshua
Middle Name	T
Last Name	Collins
Bar Number	13674
Type	Active Attorney
Status	Paid
Date Admitted	10/31/2011
Law School	Gonzaga University

Business Contact Information

Organization	Cowdell & Woolley P.C.
Mailing Address	2600 W Taylorsville Blvd
City	Taylorsville
State/Province	UT
Zip/Postal Code	84129
Country	United States of America
Work Phone	(801) 955-5595
Email Address	prosecutor@taylorsvilleut.gov (mailto:prosecutor@taylorsvilleut.gov;)

Utah State Bar®

Melissa Flores

Basic Information

Prefix	Ms.
First Name	Melissa
Last Name	Flores
Suffix	Esq
Bar Number	8342
Type	Active Attorney
Status	Paid
Date Admitted	5/19/1999
Law School	Brigham Young University

Business Contact Information

Organization	Cowdell & Wolley, PC
Mailing Address	10890 S. 85 E.
City	Sandy
State/Province	UT
Zip/Postal Code	84070
Country	United States of America
Work Phone	(801) 557-1657
Email Address	melissa@cwutah.com (mailto:melissa@cwutah.com;)

Utah State Bar®

Marcus Gilson

Basic Information

Prefix	Mr.
First Name	Marcus
Middle Name	L
Last Name	Gilson
Bar Number	15142
Type	Active Attorney with less than 3 years
Status	Paid
Law School	Brigham Young University

Business Contact Information

Organization	Cowdell & Woolley
Mailing Address	5 S Main
City	Ephraim
State/Province	UT
Zip/Postal Code	84627
Country	United States of America
Work Phone	(919) 440-3252
Email Address	marcuslg@byulaw.net (mailto:marcuslg@byulaw.net;)

Utah State Bar®

David Lassetter

Basic Information

Prefix	MR.
First Name	David
Middle Name	Schenk
Last Name	Lassetter
Bar Number	15884
Type	Active Attorney with less than 3 years
Status	Paid
Law School	BRIGHAM YOUNG UNIVERSITY

Business Contact Information

Organization	David Lassetter
Mailing Address	2244 Viscaya Dr.
City	Draper
State/Province	UT
Zip/Postal Code	84020
Work Phone	(801) 318-7512

Utah State Bar®

Niel Lund

Basic Information

Prefix	Mr.
First Name	Niel
Middle Name	H.
Last Name	Lund
Bar Number	12158
Type	Active Attorney
Status	Paid
Date Admitted	10/23/2008
Law School	Creighton University

Business Contact Information

Organization	Cowdell & Woolley, P.C.
Mailing Address	95 North 100 West
Mailing Address Cont.	PO Box 219
City	Manila
State/Province	UT
Zip/Postal Code	84046
Work Phone	(435) 784-3218
Email Address	nlund@daggettcounty.org (mailto:nlund@daggettcounty.org;)

Utah State Bar®

Ryan Richards

Basic Information

Prefix	Mr.
First Name	Ryan
Middle Name	J
Last Name	Richards
Bar Number	14379
Type	Active Attorney
Status	Paid
Date Admitted	10/16/2012
Law School	Brigham Young University

Business Contact Information

Organization	Cowdell & Woolley
Mailing Address	Ryan Richards
Mailing Address Cont.	220 East Morris Ave UT
City	South Salt Lake
State/Province	UT
Zip/Postal Code	84115
Country	United States of America
Work Phone	(801) 483-6070

Utah State Bar®

Stephanie Shelman

Basic Information

Prefix	Ms.
First Name	Stephanie
Middle Name	A
Last Name	Shelman
Bar Number	15208
Type	Active Attorney with less than 3 years
Status	Paid
Law School	Phoenix School of Law

Business Contact Information

Organization	Cowdell & Woolley, P.C.
Mailing Address	2600 W. Taylorsville Blvd.
City	Taylorsville
State/Province	UT
Zip/Postal Code	84129
Country	United States of America
Work Phone	(801) 631-7718
Email Address	stephanie@cwutah.com (mailto:stephanie@cwutah.com;)

EXHIBIT C

PROOF OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/26/2017

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

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

PRODUCER		CONTACT NAME: Eric Dearden	
Dearden & Associates, Inc. Insurance Group		PHONE (A/C, No, Ext): Off: 8014462345 x-2380	FAX (A/C, No):
1124 W South Jordan Pkwy		E-MAIL ADDRESS: eric@deardeninsurance.com	
Ste D		INSURER(S) AFFORDING COVERAGE	
South Jordan UT 84095		INSURER A: HANOVER INSURANCE CO	NAIC # 22292
INSURED		INSURER B: HANOVER INSURANCE CO	22292
COWDELL & WOOLLEY, P.C.		INSURER C: FIREMANS FUND INSURANCE COMPANY	21873
2600 W TAYLORSVILLE BLVD		INSURER D:	
SALT LAKE CITY UT 84129		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			OB4A912017	05/01/2017	05/01/2018	EACH OCCURRENCE \$ 1000000			
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300000			
	GEN'L AGGREGATE LIMIT APPLIES PER:									MED EXP (Any one person) \$ 10000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC									PERSONAL & ADV INJURY \$ 1000000
	OTHER:						GENERAL AGGREGATE \$ 2000000			
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 2000000			
	<input type="checkbox"/> ANY AUTO						DBRES \$ 25000			
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$			
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per person) \$			
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					BODILY INJURY (Per accident) \$			
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					PROPERTY DAMAGE (Per accident) \$			
	DED	RETENTION \$					\$			
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WZ4A912037	05/01/2017	05/01/2018	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER			
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$ 1000000			
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1000000			
							E.L. DISEASE - POLICY LIMIT \$ 1000000			
C	PROFESSIONAL LIABILITY			LNO-9000114	06/04/2017	06/04/2018	EACH CLAIM \$500,000 AGGREGATE \$1,000,000			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

COWDELL & WOOLLEY, P.C.	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE ERIC DEARDEN

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EXHIBIT D

**BUSINESS ENTITY
INFORMATION**

Date: 03/25/2014

Receipt Number: 6548983

Amount Paid: \$75.00



State of Utah Department of Commerce Division of Corporations & Commercial Code Articles of Incorporation (Professional)

This form must be type written or computer generated.



Important: Read instructions before completing form

Non-Refundable Processing Fee: \$70.00

Form with sections 1-8: Name of Corporation (Cowdell & Woolley, PC), Purpose (Attorney), Profession (Attorney), Shares (Type 1: Common, 10,000), Registered Agent (Tracy S. Cowdell), Officer(s) (Tracy S. Cowdell, Chad L. Woolley), and Incorporator (Chad L. Woolley).

State of Utah Department of Commerce Division of Corporations and Commercial Code I hereby certify that the foregoing has been filed and approved on this 25 day of March 2014 in the office of this Division and hereby issued This Certificate thereof.

Examiner: [Signature] Date: 3-4-14 Kathy Berg Division Director

8988475

EXHIBIT E

**ORGANIZATIONAL
CHART**



Cowdell & Woolley, P.C.

Proposed Legal Services Flow Chart for the Sandy City Council

