

The Town of Jerome

Legal Services

Solicitation: Town of Jerome Legal Services
RFP/Q No. 2024-002

Prepared For: Mr. Brett Klein – Town Manager/Clerk

Submittal Date: Monday, December 30, 2024

Submitted By: Gust Rosenfeld P.L.C.
One East Washington Street, Suite 1600
Phoenix, Arizona 85004-2553
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John Austin Gaylord
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December 30, 2024

The Town of Jerome
ATTN: Brett Klein, Town Manager
600 Clark Street
Jerome, AZ 86331

Re: Town of Jerome – Town Attorney Legal Services

Dear Brett:

We are very pleased to submit this proposal to provide legal services as the Jerome Town Attorney. Our firm has been representing Arizona cities and towns for 104 years, and we appreciate the opportunity to share our approach and qualifications.

Gust Rosenfeld is a full-service law firm with offices in Phoenix, Tucson, Flagstaff, and Wickenburg. With multiple current city, town, and district attorneys on staff, our firm has unsurpassed knowledge in both complex and everyday local government legal issues. We have specialized expertise in the unique legal needs of municipalities, including those associated with public infrastructure, finance, and procurement, as well as election administration, utility management, open meetings, conflicts of interest, historic preservation, land use and development, police and fire services, and public employment. As a full-service firm, we also have specialists in the less common needs of municipalities, with full practice groups devoted to litigation and transactional work.

To ensure a strong working relationship with the Town Council, Manager, and staff, we propose integrating multiple attorneys from our public law team into Town operations. John Gaylord would serve as your Town Attorney, coordinating the work and attending Town Council meetings, with Andrew McGuire, Michael Goodman, and the rest of our public law team in Phoenix and Flagstaff providing direct support.

Please feel free to contact me with questions or to schedule a meeting should you like to discuss our qualifications in greater detail. You can reach me on my direct line at 602.257.7456.

Sincerely,



John Austin Gaylord
For the Firm

REQUESTED INFORMATION

1. Understanding of and experience with the Town of Jerome and surrounding area such as its unique water system, Historic Landmark status, condition of infrastructure, challenges, etc.

We are very familiar with Yavapai County and the Verde Valley. In recent years we have provided representation to the County and to several municipalities within it, and we currently serve as City, Town, or District Attorney for two municipalities and numerous public school districts within Yavapai County. This is in addition to the support we provide for in-house attorneys representing other local public bodies.

We most recently represented the Town in 2022, but we have assisted on many matters over the past decades. Among other representation, this has included assistance with zoning matters as far back as the 1990s, and with water and wastewater improvement projects in the 1970s and 1980s. From this work we are aware of the Town's unique water system but it has been a great many years, so we cannot claim to know the current system well. If selected to serve as Town Attorney, we would quickly familiarize ourselves with the current state of water and other infrastructure in the Town.

We would be able to catch up quickly on the Town's needs, particularly in the areas of water and other infrastructure. We represent small, unique communities across the state, and we understand the challenges of rural infrastructure. Jerome's challenges are certainly unique, but we have a strong foundation from which to meaningfully contribute.

We also understand the challenges associated with historic preservation and with managing tourism. Many Gust Rosenfeld clients work to balance the mixed blessings of tourism, and we understand the associated issues very well.

2. Letter of Transmittal (see page 1).

3. Firm Qualifications (list of current and past municipal clients).

Gust Rosenfeld currently serves as the City/Town Attorney for several Arizona municipalities, including two in Yavapai County, and we represent many of the 91 incorporated cities and towns in Arizona in some capacity. In addition to municipalities, our attorneys represent most Arizona school districts, as well as counties and special taxing districts (improvement districts, community facilities districts, flood control districts, etc.) throughout the state. Our experience and expertise in representing public entities are the central defining characteristic of our firm. It would be very difficult to list every public entity that Gust Rosenfeld has represented. Below is a partial list of our firm's current and recent past public law clients.

- Apache County
- Apache Junction, City of
- Avondale, City of
- Buckeye, City of
- Bullhead City
- Casa Grande, City of
- Cave Creek, Town of
- Chandler, City of
- Cochise County
- Coconino County
- Cottonwood, City of
- Coolidge, City of
- Fountain Hills, Town of
- Goodyear, City of
- Kingman, City of
- Lake Havasu City
- La Paz County
- Maricopa County
- Mesa, City of
- Navajo County
- Oro Valley, Town of
- Page, City of
- Paradise Valley, Town of
- Parker, Town of
- Payson, Town of
- Pima County
- Phoenix, City of
- Prescott, City of
- Sahuarita, Town of
- Surprise, City of
- St. Johns, City of
- Tempe, City of
- Tolleson, City of
- Willcox, City of
- Winslow, City of
- Yavapai County
- Yuma, City of
- Yuma County

John Gaylord has worked in-house for the City of Mesa, for Maricopa County, for the Arizona Prosecuting Attorneys' Advisory Council, and for a small country with a tourism-driven economy. His most recent municipal clients include the towns of Chino Valley, Florence, Gilbert, Marana, Miami, Paradise Valley, Quartzsite, and Wellton, and the cities of Bisbee, Buckeye, Cottonwood, Litchfield Park, Sedona, and Page. Andrew McGuire currently serves as City, Town, or District Attorney in several Arizona jurisdictions, and has served in both long-term and interim capacities for numerous municipalities over nearly three decades of municipal practice. Michael Goodman represents a wide variety of cities, towns, counties, school districts, and special taxing districts around the state on diverse matters.

4. Outline experience with Arizona municipal law relating to general law communities including but not limited to land use, real estate transactions, code enforcement, intergovernmental agreements, open meeting law, election law, contracts, procurement, conflict of interest, and other relevant areas of the law.

We serve as City or Town Attorney for several general law communities, and we have done so for decades. With the exception of election law, we encounter each of the above-listed issues almost every week. Election law does not come up *every* week, but we have guided general law communities through numerous elections over the decades, and that includes the most recent election cycle, which was especially challenging given the numerous state law changes that municipalities had to deal with on short notice.

5. Provide resumes of persons designated to serve as Town Attorney or Assistant Town Attorney (see below).

6. Describe the Firm’s view of the role of the Town Attorney.

The Town Attorney serves two primary roles: 1) to advise the Council and Manager and keep them well-informed regarding developments in the law or in litigation and negotiations affecting the Town; and 2) to assist Town staff, at the request and direction of the Manager, as they manage Town affairs and work to accomplish priority tasks.

A Town Attorney must be candid with the Council if an issue outside the attorney’s individual experience or expertise arises. A Town Attorney must never “shoot from the hip,” but instead should promptly seek the proper expertise to address any specialized situation. Fortunately for the attorneys at Gust Rosenfeld, the expertise is almost always right down the hall. This allows us to provide competent, timely responses to almost any legal issue.

7. Describe how the Town Attorney would structure the working relationship between the Council, Manager, staff, risk management pool, and any specialized attorneys or firms hired by the Town.

When the Town is represented by another specialized attorney or law firm, or by an attorney retained by the risk management pool, the Town Attorney would serve in a coordinating and oversight role. That means we would track and monitor the issue and serve as a direct contact point for the Council without duplicating the work being done by the outside attorney. If the Council or Manager encountered a question or concern, we would help to ensure it was appropriately addressed by the outside attorney.

We currently represent several members of the Arizona Municipal Risk Retention Pool, with which we have a strong working relationship. We also maintain a strong professional network within Yavapai County and have worked closely with most of the attorneys who provide services to municipalities. We do not anticipate any issues working effectively with specialized attorneys or law firms that the Town currently employs or may employ in the future. If selected, we would utilize our connections to help identify appropriate and qualified attorneys for the Town to consider in those rare future events when there is no Gust Rosenfeld attorney with the required expertise.

8. Describe how the Town Attorney will keep the Town Council and Town Manager informed about the status of litigation, significant case law, and other legal matters.

We see this as a key responsibility of the Town Attorney, and we strive to prioritize it. Most updates will come in the form of emails to the Town Manager, with the Council included on BCC (blind-copy helps reduce the chance of an accidental open meeting law violation). We generally strive to be available by phone and in-person as much as possible, so follow-up questions can usually be answered right away.

As municipal attorneys we are members of the Arizona City Attorney’s Association, as well as the International Municipal Lawyers’ Association and numerous other organizations with a focus on

legal issues related to municipalities (like environmental or natural resource law associations). We use these connections to keep ourselves informed, so we can keep the Town informed.

9. Describe the response time we can expect to inquiries made by the Council, Manager, and Staff.

You will have our direct desk phone numbers, our email addresses, and our cell phone numbers. We strive to be as responsive as possible at all times, and we are always available by phone for urgent matters. Quick questions can usually expect an immediate response. More involved matters may take longer to research or prepare – but the ball will start rolling right away.

This applies even if the Town Attorney or Assistant Town Attorney is not immediately available. Our attorneys utilize a team-based approach, which means that there are always at least two attorneys with general knowledge of a client's pending projects and priority issues. Our attorneys also use electronic file management, which means that if one attorney is unexpectedly unavailable, another attorney can quickly access relevant client documents and complete pending tasks. John, Andrew, and Michael will coordinate closely to ensure that the Town's meetings are appropriately staffed and that the Town's legal work is delivered on time. When appropriate, they will draw upon other public law attorneys from the Phoenix and Flagstaff offices for additional coverage. There will never be a time that our firm is unable to provide the Town with a timely response by a qualified public law attorney.

10. Describe how legal costs will be tracked and managed.

Our attorneys and paralegals bill hourly, but other staff time is not billed. John Gaylord will track, review, and manage each monthly bill, and work with the Town Manager to ensure that legal resources are being utilized efficiently. Monthly bills will include detailed descriptions of each task performed and the amount of time devoted to that task.

We understand municipal budgets, and when it comes to managing costs we will always keep an eye on the budget. We will also coordinate closely with the Town Manager as our key partner to help ensure that attorney time is being leveraged appropriately and effectively.

11. Describe the firm's practices with regard to professional development training and keeping current with the laws and legal issues affecting municipal governments.

We are active members of organizations including but not limited to the Arizona City Attorney's Association, the International Municipal Lawyers' Association, the Maricopa County Environmental Bar; the American Bar Association State and Local Government Section; and the American Bar Association Energy and Natural Resources Law Section. We practice municipal law every day and review new caselaw and other legal news regularly. We also have strong social and professional networks with municipal attorneys from across the state, which allows us to share tips, best practices, and expertise with other practitioners. When the state legislature is in session, we monitor bills affecting local government.

12. Identify any reports your firm would provide to the Council and Manager.

We would regularly report on new or pending litigation, developments in major Town initiatives, and significant legal changes including new state legislation and emerging caselaw. We strive to make these updates timely and easily understandable.

13. Town Attorney and Assistant Town Attorney council/board meeting schedules.

John Gaylord’s current regular meeting schedule:

Board of Adjustment	1 st Wednesday of each month 5:30 pm
Board of Supervisors	1 st and 3 rd Tuesday of each month 10:00 am - 12:00 pm
City Council	1 st and 3 rd Tuesday of each month 6:00 pm

Andrew McGuire’s current regular meeting schedule:

Town Council	2 nd and 4 th Thursday of each month 3 pm - 8 pm (2 nd Thursday only in November/December) Council Meeting
Town Council	2 nd Tuesday of each month 4 pm - 5:30 pm Council Study Session, and 2 nd and 4 th Tuesday of each month 6 pm - Council Meeting
Teaching (ASU)	Wednesday evenings (Fall and Spring Semesters)

Michael Goodman’s current regular meeting schedule:

Town Council	1 st Tuesday of each month 6:00 pm.
Planning and Zoning/HPC	3 rd Monday and 3 rd Wednesday of each month, 6:00 pm.

Other attorneys: We have only provided schedules for the three attorneys that we anticipate will provide the majority of services to the Town; please note that John Gaylord and Michael Goodman are both available on the 2nd Tuesday of the month. In the event that a special meeting conflicts with the above schedules, we can draw on other public law attorneys in the firm for coverage.

14. Cost of Services.

a. We would describe “general” legal services as attending council meetings, fielding calls and emails from the Town Manager and/or department heads, providing legal advice and guidance related to day-to-day operations; reviewing, preparing, or directing the preparation of legal documents including contracts, resolutions, and ordinances; presenting, directing and/or monitoring civil and criminal cases to which the Town is a party; responsibly managing the Town’s available resources; developing, interpreting, and implementing policies; administering contracts for additional legal services as necessary; monitoring the work of outside litigation counsel including counsel appointed by AMRRP; and otherwise managing and overseeing the Town’s legal interests. With the exception of litigating cases not covered by AMRRP, the items listed in the RFP under Scope of Work (B), would be considered “general” legal services.

b. General services would not include litigating cases in court, providing municipal finance (bond counsel) services, or “special services” including but not limited to legal advice related to federal tax law or complex negotiations involving water agreements or environmental issues. If these additional services are requested by the Town, we would propose an appropriate fee structure and seek the Town’s written agreement before moving forward.

c. We propose to charge one-way for travel at normal hourly rates, and to deduct all mileage or travel costs from our end (meaning the Town will not receive a mileage bill). Document production/reproduction reimbursement rates are included below, but we would not charge for these services except in the event of a very significant request. In our recent experience such requests occur extremely rarely, and we would seek advance consent by the Town Manager before undertaking a reimbursable reproduction job.

d. Monthly retainer/billable hours: We would be happy to negotiate a mutually-agreeable flat fee for our general services to the Town; this requires a good understanding of the Town’s legal needs and anticipated workflow. Based on the information in this RFP we are inferring an anticipated workload of approximately 20-25 hours per week. If this is correct, we would propose a monthly fee of \$5,500.¹ Alternatively, we would propose to bill general services at a fixed rate of \$275 per hour. We would be open to discuss these numbers with the Town in greater detail.

e. Billing method: Our attorneys track time in six-minute increments and the Firm transmits monthly bills through its accounting department. The date, task entry, time expended, and attorney working on the matter are identified for each billed entry.

Information Requested in other sections of the RFP:

Conflicts of Interest:

- We are unaware of any conflicts between current Firm clients and the Town. We do not anticipate future conflicts between public or private Firm clients and the Town.
- As attorneys in the Public Law field, we sometimes encounter Intergovernmental Agreements that include multiple firm clients. In those cases, we seek a written waiver from each involved client before reviewing the IGA for form on any client’s behalf.
- For current meeting dates, please see Question 13, above.
- We do not sue municipalities. Adverse action against public agencies is rare, except that we often represent local governments in administrative matters before state or federal regulators. We are currently representing a city in an appellate case brought against it by a County. We are currently representing many cities, towns, school districts, and other public

¹ We would bill toward this fee at a discount off of our standard hourly rates; if the value of services provided did not reach \$5,500, we would bill the actual (lower) value. For John Gaylord, this discounted rate would be \$280.50 per hour; for Andrew McGuire, this would be \$360; for Michael Goodman, this would be \$230. If the Town would prefer to establish a fixed rate for all attorneys to bill toward the flat fee, we would be willing to do that.

entities in administrative actions brought by state agencies including ADEQ and the ACRD.

Confidentiality and Data Security:

Gust Rosenfeld P.L.C. has established and maintains robust security controls that align with the National Institute of Standards and Technology Cybersecurity Framework (NIST CSF) and the ISO/IEC 27001 standard, ensuring comprehensive protection of sensitive information while adhering to recognized best practices in managing cybersecurity risks.

Exceptions to General Terms of RFP:

We only take one exception to the requirements of the RFP, and that relates to the indemnification clause. Our insurance carrier is very particular about these clauses, and if selected we would like to work with the Town to craft mutually-agreeable language that will satisfy all involved (including the insurers).

Resumes/References/Insurance Certificate/Reimbursable Costs Table: see following pages.



John A. Gaylord

602.257.7456 jgaylord@gustlaw.com

John Gaylord's practice focuses on public law, including representing cities, towns, counties. Before joining Gust Rosenfeld, he worked for the City of Mesa and served as in-house counsel to a sovereign state. He handles diverse matters including land use, construction law, annexations, civil rights, code enforcement and compliance, procurement, utilities, water resources, personnel matters, intergovernmental agreements, and litigation.

PROFESSIONAL ASSOCIATIONS

- State Bar of Arizona
- American Bar Association
 - State and Local Government Law Section
 - Environment, Energy and Resources Section
- Phoenix Committee on Foreign Relations

PROFESSIONAL RECOGNITION

- Phoenix Magazine 2022 Top Lawyers – Land Use & Environmental Law

PRESENTATIONS & PUBLICATIONS

- State Bar of Arizona
- American Bar Association
 - State and Local Government Law Section
 - Environment, Energy and Resources Section
- Phoenix Committee on Foreign Relations

PRACTICE GROUP

- Public Law

AREAS OF FOCUS

- General Representation for Public Entities

EDUCATION

- Sandra Day O'Connor College of Law, Arizona State University
 - Editor-in-Chief, The Law Journal for Social Justice
 - Pedrick Scholar
 - CALI Excellence for the Future Award
- Arizona State University (Master of Public Administration)
- Arizona State University (B.A., Political Science and History, magna cum laude)

ADMISSIONS

- Arizona
- Navajo Nation



Andrew J. McGuire

602.257.7664 amcguire@gustlaw.com

Andrew McGuire focuses his practice in the areas of government and municipal law with an emphasis on public finance, special districts, real estate, land use, and zoning. His experience includes public finance, impact fees, annexation law, improvement districts, general municipal law, election law, code enforcement, contract and procurement law, open meeting law, and condemnation. He currently serves as Town Attorney for several Arizona municipalities.

Prior to joining Gust Rosenfeld, Andrew was a member of a local law firm where he served as District Counsel to an Arizona sanitary district in addition to his work as City/Town Attorney. Andrew also represents Arizona Native American Communities and Counties in solid waste and real property matters. He is AV® Preeminent™ rated by Martindale-Hubbell®, representing the highest rating in legal ability and ethical standards.

PROFESSIONAL ASSOCIATIONS

- National Association of Bond Lawyers
- State Bar of Arizona
 - Public Lawyers Section
- Arizona Planning Association
- Arizona City Attorneys Association (Past President)

PROFESSIONAL RECOGNITION

- The Best Lawyers in America®, Land Use and Zoning Law, Municipal Law; Real Estate Law (2019-2024)
- Phoenix Magazine 2023 Top Lawyers – Government and Administrative; Land Use and Environmental Law

PRESENTATIONS & PUBLICATIONS

- Panelist, “Asking the Necessary Questions: How to Navigate Bond and Ballot Initiatives,” Arizona City/County Management Association (January 2024)
- Speaker, “Case Study: Short-Term Rentals in Paradise Valley,” Arizona City Attorneys Association (April 2023)

PRACTICE AREAS

- Public Law
- Public Finance
- Real Estate

AREAS OF FOCUS

- Municipal Government
- Special Districts
- Land Use
- Zoning Law

EDUCATION

- Gonzaga University School of Law (J.D., 1995)
- Arizona State University (B.S., Urban Planning, 1992)

ADMISSIONS

- Arizona (1995)
- U.S. District Court, District of Arizona (1999)

- Speaker, “Impact and Utility Fees: Recent Case Law Impacts,” Arizona City Attorneys Association (April 2023)
- Speaker, “Ethical Challenges for Municipal Attorney: Identifying your Client; Confidentiality; Privilege; and Other Issues,” Arizona City Attorneys Association (May 2021)
- Speaker, “Best Practices: Remote and Virtual Public Meetings,” Arizona Municipal Clerks Association (April 2021)
- Speaker, “Navigating the World of Impact Fees,” Growth and Infrastructure Consortium (October 2018)
- Speaker, “Historic Preservation – Phoenix, Arizona” (2018) Shanghai International Academic Forum on Almanac, Shanghai Chronicles Office (October 2018)
- Speaker, “Infrastructure: Viable Economic Development Incentive?” Arizona Association for Economic Development (March 2017)
- Speaker, “Infill Incentive Districts,” Arizona City Attorneys Association (June 2015)
- Speaker, “The Sandbox Rules: Basics of Intergovernmental Agreements,” Arizona City Attorneys Association (May 2014)
- Speaker, “Koontz v. St. Johns River Water Management District,” Gust Rosenfeld City Attorneys Lunch & CLE Series (March 2014)
- Speaker, “Open Meetings and Conflicts of Interest,” Mesa City Council (October 2013)
- Speaker, “The Balanced Approach to a Capital Improvement/Infrastructure Improvement Program,” Growth and Infrastructure Consortium (October 2013)
- Speaker, “National Trends on Infrastructure Funding – The “GIC” Resource,” Government Finance Officers of Arizona (August 2013)
- Speaker, “Frequently-Asked Questions in Implementing SB 1525,” League of Arizona Cities and Towns (February 2013)
- Speaker, “Unintended Consequences of Developer Agreements,” Growth and Infrastructure Consortium (October 2012)
- Speaker, “Arizona Impact Fees Under SB 1525, Growth & Infrastructure Consortium” (October 2011)
- Speaker, “Impact Fees: Interim Implementation Requirement of SB 1525,” Government Finance Officers of Arizona Budget Forum (October 2011)
- Speaker, “A Robust Discussion Concerning an Issue Critical to Arizona’s Development Future,” Urban Land Institute Arizona (October 2011)

COMMUNITY INVOLVEMENT

- Arizona State University School of Geographical Sciences and Urban Planning (Faculty Associate)
- Arizona Town Hall



Michael C.S.J. Goodman

602.257.7672 mgoodman@gustlaw.com

Michael Goodman's practice focuses on government, municipal, and public law. He handles municipal matters including land use, development, open meeting law, conflict of interest, public records, construction law, elections, campaign finance law, annexations, civil rights, code enforcement and compliance, community facilities districts, procurement, utilities, and water resources.

Michael earned his J.D. from the Sandra Day O'Connor College of Law at Arizona State University and his B.S. in Sociology from Arizona State University. While in law school, he gained legal experience externing and law clerking for various law firms and organizations, including the City of Tempe and the U.S. Department of the Interior, and by practicing as a Certified Limited Practice Student through the ASU Civil Litigation Clinic.

PRACTICE AREAS

- Public Law

EDUCATION

- Sandra Day O'Connor College of Law, Arizona State University (J.D., 2020)
 - CALI Award – Natural Resource
- Arizona State University (B.S., Sociology, summa cum laude, 2015)

ADMISSIONS

- Arizona (2021)

PROFESSIONAL ASSOCIATIONS

- State Bar of Arizona

COMMUNITY INVOLVEMENT

- Board of Osteopathic Examiners in Medicine and Surgery, Board Member (2021-present)

PROFESSIONAL REFERENCES

City of Buckeye:

K. Scott McCoy, City Attorney
Phone #: (623) 349-6982
Email: smccoy@buckeyeaz.gov

City of Sedona:

Kurt Christianson, City Attorney
Phone #: (928) 204-7200
Email: kchristianson@sedonaaz.gov

Town of Paradise Valley:

Andrew Ching, Town Manager
Phone #: (480) 348.3533
Email: aching@paradisevalleyaz.gov

INSURANCE

We intend to keep the below policy in full force and effect for the duration of our contract with the Town, and will promptly inform you of material changes, if any.

PRICE/COST SHEET

CATEGORY	CHARGE
Outside Document Reproduction	Actual charges
Conference Call Services	No charge
Courier	Actual charges
Air Freight	Actual charges
Postage (includes certified mail, express mail, and registered mail)	Actual Charges
Digital Legal Research	No charge
Word Processing	No charge
Legal Assistant Overtime	No charge
Miscellaneous Supplies	Actual cost
Court Costs and Witness Fees	Actual charges
Fees and Costs for Court Reporters, Experts, and Other Outside Support Services	Actual charges
Travel	Actual costs of transportation, lodging, and meals; apply IRS standard mileage allowance for automobile travel
CD Production	\$15.00 per CD

PROPOSAL PRICE BREAKDOWN SHEET

Town of Jerome

RFP

MUNICIPAL LEGAL SERVICES

The undersigned authorized representative agrees to provide the services as requested based on the following schedule of fees:

- A. Retainer (Est. 20 hours per month) \$5,500.00 per month
- B. Hourly Billing Rate (in excess of 20/month) \$ _____ per hour (see page 7)
- C. Straight Hourly Rate for Services Option \$275.00

Firm Name Gust Rosenfeld P.L.C.
Address One East Washington Street, Suite 1600
Phoenix, Arizona 85004-2553
Business Telephone 602.257.7422
Business Fax 602.254.4878
Email Address jgaylord@gustlaw.com

Type of Organization

- A Professional Corporation, organized and existing under Arizona Law
- A Partnership (Please list all partners)
- A Limited Liability Company (LLC) (Please list principals)

JAG
Signature of authorized representative

December 30, 2024
Date

John A. Gaylord
Printed name of authorized representative

December 30, 2024
Date