



**PIERCE COLEMAN**  
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November 19, 2018

**VIA ELECTRONIC MAIL**

Olivia Jenkins, Manager  
Human Resources Department  
City of San Luis  
1090 E. Union Street  
Post Office Box 1170  
San Luis, Arizona 85349

**Re: 2018 HR Policy Handbook Review**

Dear Ms. Jenkins:

Pursuant to the City's request, our firm is able to agree to perform a review and revision to the City's Personnel Policies at a flat fee of \$10,000, which would encompass all work associated with the review and revision. For flat fee work such as this, we invoice the matter immediately, and would begin work and expect to finish the project by January or February of 2019. Please let me know if this arrangement is acceptable to the City.

Sincerely,

*/s/ Justin S. Pierce*

Justin S. Pierce

JSP/kmc

