



PIERCE | COLEMAN

Justin S. Pierce  
Stephen B. Coleman  
Trish Stuhan  
Christina Estes-Werther  
Jon M. Paladini  
Joseph D. Estes  
Dominic L. Verstegen  
Allen H. Quist

17851 North 85<sup>th</sup> Street, Suite 175  
Scottsdale, Arizona 85255

2812 N. Norwalk, Suite 107  
Mesa, Arizona 85215

Rodney F. W. States  
Amy B. Chan  
Jessica D. Silva  
Justin B. Petersen  
Michelle N. Stinson  
Alexandra N. Cayton  
Matthew W. Schiumo  
Reilly K. Cunnington  
Kate Cox

January 26, 2026

**VIA ELECTRONIC MAIL**

Jenny Torres, City Manager  
City of San Luis  
1090 East Union Street  
San Luis, AZ 85349  
Email: [jtorres@sanluisaz.gov](mailto:jtorres@sanluisaz.gov)

**Re: Engagement Letter – Interim City Attorney Services**

Dear Jenny:

We are pleased that the City of San Luis (the “City”) has decided to retain Pierce Coleman PLLC to provide interim City Attorney services in light of the retirement of the City’s current City Attorney, and pending the City’s recruitment of its next in-house counsel. I am writing to address the terms of our representation. We will do our best to serve you efficiently.

**Scope of Services**

We understand the initial scope of our engagement will be to serve as the contracted City Attorney on an interim basis. In that capacity, we will perform the normal functions of the City Attorney’s office, as set forth in state law and City Code. Joe Estes will be the primary attorney handling this matter but we will utilize other attorneys and legal assistants in the firm in the best exercise of our professional judgment. Joe has served as an in-house City Attorney previously, as well as a Deputy City Attorney in the City of Yuma, so his ability to step in at this time will be seamless. As we discussed, we will have other attorneys serve as secondary points of contact to ensure we are responsive to the City’s needs at all time.

**Fees**

As a professional courtesy, we will extend the following discounted hourly rates for this matter: Partners/Of Counsel – \$330.00; Associates – \$250.00; Paralegals and law clerks – \$150.00. If you ever have any questions or concerns about fees at any time, please feel free to contact me.

**Disbursements**

Disbursements, if any, will be billed back to you on a dollar-for-dollar basis. We do not request reimbursement for travel-related expenses associated with attending regular council meetings. However, to the extent additional travel is necessary, we request reimbursement for travel-related expenses, including lodging, air travel, cab fares, parking fees, and mileage. We never request reimbursement for meals. We also request reimbursement for photocopying costs at \$.10 per page, postage, messenger service, and delivery charges where material must be sent via certified, registered, or express mail or package carrier.

**Billing**

We send invoices to our clients monthly via e-mail. The billing will contain a brief summary of the nature of the work, the fees and the costs advanced. For timeliness sake, we will do our best to send invoices for services rendered and expenses incurred on your behalf no later than two or three weeks after the completion of the month in which the work is performed.

**Applicable Law**

This agreement shall be interpreted according to the laws of the State of Arizona.

We very much appreciate the opportunity to serve the City in this capacity, and hope you will be pleased with the quality and efficiency of our work. We welcome your questions about this letter, our policies, our bills and our work, so please call me directly if you ever have any questions.

In order to confirm the Firm's agreement to our representation on these terms, we ask that you sign below and return this letter to us.

Please let me know if you require any further information.

Sincerely,

*/s/ Justin S. Pierce*

Justin S. Pierce

JSP/maw

**AGREED:**

CITY OF SAN LUIS

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_