

**CITY OF SAN LUIS, ARIZONA  
CONTRACT  
JUDGE PRO TEMPORE/ADMINISTRATIVE MANAGER  
FOR  
SAN LUIS MUNICIPAL COURT**

THIS CONTRACT is made and entered into this \_\_\_\_day of \_\_\_\_\_, 2016, and is effective the 23<sup>rd</sup> day of May, 2016, by and between the CITY OF SAN LUIS, ARIZONA, a municipal corporation (hereinafter referred to as the "City") and Cora Romine, hereinafter referred to as ("Judge Pro Tempore/Administrative Manager"), both of whom understand as follows:

WHEREAS, the Presiding Judge of the Yuma County Superior Court has appointed Judge Pro Tempore/Administrative Manager to serve as the Judge Pro Tempore/Administrative Manager for the City of San Luis by the Administrative Order 2016-20 issued by the Superior Court for Yuma County dated May 23, 2016 under its authority granted the Administrative Order 2016-25 issued by Arizona Chief Justice Scott Bales on March 30, 2016, A.R.S. §22-121, and the Code of Judicial Administration §1-305(E);

WHEREAS, the City desires only to engage the services of Judge Pro Tempore/ Administrative Manager on a temporary, full-time basis;

WHEREAS, it is the desire of the City Council to secure and retain the services of Judge Pro Tempore/Administrative Manager, while providing a means for terminating Judge Pro Tempore/Administrative Manager's services at such time as Judge Pro Tempore/Administrative Manager may be unable to fully discharge Judge Pro Tempore/Administrative Manager's duties or when the City may desire to otherwise terminate Judge Pro Tempore/Administrative Manager's assignment in accordance with the law.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

**Section 1. Duties**

City hereby agrees to accept the appointment of Cora Romine as City Judge Pro Tempore/Administrative Manager of the City on a temporary basis to perform the functions and duties as permitted by Arizona law as acting as a Judge Pro Tempore as needed and functioning as administrative manager of San Luis Municipal Court. The functions of the administrative manager will be to maintain oversight and control of all San Luis Municipal Court records. Court records include paper records, electronic

records, case and financial records and cash, checks, money order, receipt books, check books and other records used to conduct court business.

## **Section 2. Term**

A. Nothing in this Contract shall prevent, limit or otherwise interfere with the right of the City Council to terminate the services of Judge Pro Tempore/Administrative Manager as provided by law.

B. Nothing in this contract shall prevent, limit or otherwise interfere with the right of Judge Pro Tempore/Administrative Manager to resign at any time from this temporary appointment as City Judge Pro Tempore/Administrative Manager of the City, subject only to the provisions set forth in Section 3 of this Contract.

C. The parties agree that this appointment is temporary, for which no set term is attached, and for which no severance or separation pay shall be paid at the termination of the assignment. It is anticipated that Judge Pro Tempore/Administrative Manager will serve as the City Judge Pro Tempore/Administrative Manager until such time as the Presiding Superior Court Judge for Yuma County makes a further administrative order terminating this appointment.

## **Section 3. Termination**

In the event Judge Pro Tempore/Administrative Manager voluntarily terminates this assignment with the City, the Presiding Judge of the Superior Court ends the appointment, or the City determines to end the temporary assignment, the parties agree to give two weeks' notice in advance, or such advance notice as may otherwise be mutually agreed upon. No severance or separation pay shall be paid at the termination of the assignment.

## **Section 4. Compensation**

City agrees to make bi-weekly (every two weeks) payments at the rate of \$35.00 per hour to Judge Pro Tempore/Administrative Manager Cora Romine in accordance with the City's usual payment and billing cycle.

## **Section 5. Hours of Work**

Judge Pro Tempore/Administrative Manager shall work during such hours as are necessary to properly operate and maintain the San Luis Municipal Court.

## **Section 6. Other Terms and Conditions of Assignment**

- A. The City shall provide a vehicle and fuel associated with Judge Pro Tempore/Administrative Manager Cora Romine's round-trip work-related commute from Wellton, Arizona to San Luis, Arizona.

- B. City Council shall fix any such other terms and conditions of Judge Pro Tempore/Administrative Manager's appointment as it may determine from time to time, relating to the performance of Judge Pro Tempore/Administrative Manager, provided that such terms and conditions are not inconsistent with or in conflict with provisions of this Contract, the Administrative Order 2016-20 issued by the Superior Court for Yuma County dated May 23, 2016, the City Code, State Law or Arizona Supreme Court Rules or Regulations.
  
- C. This Contract is contingent upon Judge Pro Tempore/Administrative Manager's continued acceptability by the Arizona Supreme Court and any other regulatory body which governs municipal courts in the state of Arizona. In the event Judge Pro Tempore/Administrative Manager is unacceptable at any time for any reason(s) by the Arizona Supreme Court, this contract is null and void. Judge Pro Tempore/Administrative Manager agrees to advise the Mayor or City Manager immediately should Judge Pro Tempore/Administrative Manager receive any judicial conduct complaint or should Judge Pro Tempore/Administrative Manager become aware of any other matter that could result in not being able to fulfill his duties as the City Judge Pro Tempore/Administrative Manager.

**Section 7. General Provisions**

- A. The text herein shall constitute the entire agreement between the parties.
  
- B. This Contract is effective the 23rd day of May, 2016. If any provisions or any portion thereof contained in this Contract are held to be unconstitutional, invalid or unenforceable, the remainder of this Contract shall be deemed severable, shall not be affected and shall remain in full force and effect.

\_\_\_\_\_  
Cora Romine, Judge Pro Tempore/Administrative Manager

CITY OF SAN LUIS

\_\_\_\_\_  
Gerardo Sanchez, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Sonia Cornelio  
City Clerk

\_\_\_\_\_  
Kay Marion Macuil  
City Attorney

Copy: Presiding Superior Court Judge Maria Elena Cruz