

IN THE MUNICIPAL COURT
CITY OF SAN LUIS, COUNTY OF YUMA, STATE OF ARIZONA

In the Matter of)	
)	ADMINISTRATIVE ORDER
APPLICATION OF CITY OF SAN)	NO. 2025-01
LUIS PERSONNEL RULES AND)	
ADMINISTRATIVE)	
REGULATIONS TO MUNICIPAL)	
COURT PERSONNEL)	
_____)	

WHEREAS, the Municipal Court is an independent branch of government within the City of San Luis and part of the integrated judicial branch of the State of Arizona under Article VI of the Arizona Constitution; and

WHEREAS, as the judicial branch of the City of San Luis and consistent with relevant constitutional provisions, statues, and case law, the Municipal court must maintain independence and impartiality while fostering a cooperative relationship with the executive and legislative branches of the City government; and

WHEREAS, the Court is not a department of the City administration subject to the supervision of the City Administrator. Rather, the Court is a department of the judicial branch of the City of San Luis government and part of the judicial branch of the State of Arizona subject only to appropriations authority of the City Council, and applicable City Policies that do not interfere with the Courts ability to operate independently and impartially; and

WHEREAS, the Presiding Municipal Magistrate, who serves as the Chief Judicial

Officer and head of the City's Judicial Branch, is provided the exclusive authority under Local Ordinance 2.30.220, Powers, and duties of City Magistrate, of the City of San Luis Corporation to administer the Municipal Court; and

WHEREAS, through the Arizona Supreme Court Administrative Order No. 2005-32, the Chief Justice of Supreme Court delegated administrative supervisory authority in Art. 6, §3 of the Arizona Constitution of the Presiding Judge of each Municipal Court; and

WHEREAS, Arizona Supreme Court Administrative Order No. 2005-32 specifically provides that a Presiding Municipal Court Judge may appoint a Court Administrator as an Executive Officer with delegated administrative authority over their Municipal Court; and

WHEREAS, the Presiding Municipal Judge, has the authority to hire, suspend, demote, transfer, or dismiss Court personnel under applicable policies and procedures; and

WHEREAS, under the Arizona Constitution and Arizona Supreme Court rules, City personnel rules that make the City Administrator or a personnel board the ultimate authority over City employees must not be applied to Court personnel to ensure that the Court functions as an independent and co-equal branch of government; and

WHEREAS, the role of the City Administrator in Court personnel matters is limited to those matters that create additional monetary cost to the City beyond that of funding already approved by City Council through the budget process; and

WHEREAS, it is necessary that the City of San Luis government establish Personnel Rules and Administrative Regulations that apply to all City employees with identified exceptions concerning Court personnel.

IT IS THEREFORE ORDERED that the established City of San Luis Personnel Rules and Administrative Regulations apply to Municipal Court personnel in addition to Court personnel rules with the identified exceptions that are necessary to follow the Constitution and adhere to Arizona Supreme Court rules.

IT IS FURTHER ORDERED that the Presiding Judge, while maintaining ultimate authority over all administrative matters of the Municipal Court, delegates administrative authority over the Municipal Court to the Court Administrator for all non-judicial functions.

IT IS FURTHER ORDERED that City personnel and Administrative Regulations that make the City Administrator or City personnel the ultimate authority over other City employees shall not be applied to Court personnel. Instead, the Presiding Judge stands in the place of the City Administrator with respect to Court personnel, with the ultimate authority over all Court personnel being maintained by the Presiding Municipal Judge.

IT IS FURTHER ORDERED that the Presiding Judge may reclassify, upgrade, downgrade or abolish any employment position within the Municipal Court which is not expressly established or governed by the City Corporation or established by the City Council when it is deemed appropriate.

IT IS FURTHER ORDERED that when Court personnel actions require City funding beyond that already approved by Council through the budget process, the Presiding Judge and/or Court Administrator shall seek financial approval from the City Administrator through the established City process and accomplish those actions through the budget process whenever possible.

IT IS FURTHER ORDERED that position reclassification or upgrades of Court personnel that are fiscally neutral and do not increase the number of authorized personnel may be approved outside of the budget process by the Presiding Judge without requiring approval from the City Administrator inclusive of changes due to reorganization, a major position function, or when in the opinion of the Presiding Judge it is in the best interest of the Court to do so.

IT IS FURTHER ORDERED that the Presiding Judge may consult and receive assistance from another department of the City administration such as the Human Resources Department regarding personnel matters similar to the procedure the City Administrator would utilize for issues concerning other City employees.

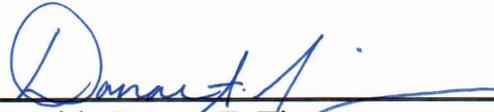
IT IS FURTHER ORDERED that personnel actions by the Presiding Judge should be made in accordance with these applied City rules and regulations unless they are found by the Presiding Municipal Judge to conflict with Court rules or impede the Court from operating independently in fulfilling its constitutional and statutory duties.

IT IS FURTHER ORDERED in matters in which both Court rules and City rules and/or interest apply to Court personnel, the Presiding Judge and City Administrator, as the Chief Executives of co-equal branches of government, should

make every effort to reach an agreement as to which rules apply and/or what actions should be taken regarding Court personnel. Where agreement cannot be reached, the judgment of the Presiding Municipal Judge will prevail.

IT IS SO ORDERED.

Dated this 20th day of March, 2025.



Honorable Danae T. Figueroa,
Presiding Municipal Judge

FILED

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San Luis Municipal Court
Yuma County