



STAFF REPORT

To: Mayor and Budget and Finance Committee
From: Karmen Schmierer, Deputy Clerk/Treasurer
Date: April 1, 2026
Re: Interim City Administrator – Appointment and Terms of Employment

Recommendation

Staff recommends that the City Council review the terms for the appointment of an Interim City Administrator in the proposed Employment Terms document and authorize the Mayor to execute the agreement.

Background

The City of Sidney operates under the Mayor–Council form of government pursuant to Montana Code Annotated (MCA Title 7, Chapter 3, Part 4). Under this structure, the Mayor serves as the chief executive officer, with administrative responsibilities supported by City staff. As the City continues to evaluate organizational structure, workload demands, and long-term administrative needs, the creation of an interim City Administrator position provides an opportunity to:

- Support day-to-day administrative coordination across departments;
- Improve operational efficiency and communication;
- Evaluate the appropriate scope and structure of a potential permanent City Administrator role;
- Identify opportunities for process improvement, policy alignment, and long-term planning.

This interim approach allows the City to assess the role in practice prior to making a permanent structural decision.

Purpose of Interim Appointment

The interim position is intended to serve both operational and evaluative functions, including:

- Assisting the Mayor with implementation of Council policy and direction;
- Coordinating departmental activities and administrative functions;
- Identifying efficiencies and organizational improvements;
- Developing recommendations regarding the long-term structure, duties, and expectations of a City Administrator position.

Key Terms of Employment

The City of Sidney is an equal opportunity employer and provider.

The proposed terms of employment establish clear expectations and governance alignment, and need to be established and documented including:

- Start Date
- Term
- Compensation
- Reporting Structure
- Authority Limitations
- Personnel Authority
- Job Description
- Performance Tracking
- Final Evaluation

Future Recruitment

At the conclusion of the interim period, the City Council will evaluate whether to formally establish a permanent City Administrator position. If established, the position will be formally posted in accordance with City policy and applicable law.

Financial Impact

Funding for this position will be incorporated within the City's adopted budget. The interim nature of the position allows the City to evaluate long-term financial impacts prior to establishing a permanent role.

Policy / Legal Considerations

This approach remains consistent with Montana law governing the Mayor–Council form of government and does not transfer or diminish statutory authority of elected officials. The interim structure provides administrative support while maintaining compliance with established governance roles and responsibilities.

Alternatives

1. Do not establish an interim position and continue with the current administrative structure;
2. Establish a permanent City Administrator position immediately without an interim evaluation period;
3. Modify the proposed terms and conditions of the interim appointment.

Conclusion

The interim City Administrator position provides a structured and measured approach to evaluating administrative needs while maintaining the City's current governance framework. It allows for real-time assessment, operational support, and informed decision-making prior to establishing a permanent position.