



## MEMORANDUM

**To:** Douglas City Council

**From:** Lisa Nocerini, City Manager

**Date:** May 4, 2026

**Re:** Updated Evaluation Form/City Manager Contract Requested Changes

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At the request of Council, I am submitting for your review an updated City Manager performance evaluation form, along with my current employment agreement.

The proposed evaluation form (Attachment 1) reflects a more formal and structured approach to the annual review process. It is a professional format that provides clarity, consistency, and measurable criteria for evaluating performance. This will assist both Council and the City Manager in maintaining a clear and transparent evaluation process moving forward.

In addition, I am requesting Council consideration of the following amendments to my employment agreement:

**1. Removal of Merit Increase Language**

Section 18 of the current agreement provides for a merit increase of up to \$5,000 annually based on performance review. I am requesting that this language be removed and replaced with language providing for the same annual cost-of-living adjustments and/or wage increases approved by City Council for other non-union full-time employees.

This change would align the City Manager's compensation adjustments with those of staff and remove the appearance of a separate or preferential compensation structure.

**2. Vacation Leave Adjustment**

Section 5 of the agreement currently provides for four (4) weeks of annual vacation leave. I am requesting an adjustment to five (5) weeks annually.

Given the nature of the City Manager position, including frequent evening meetings, emergency response responsibilities, and overall workload—this adjustment would better reflect the expectations of the role and align with comparable professional management agreements.

**3. Salary Language Clarification (Optional Council Consideration)**

If Council elects to review the agreement at this time, it may also be beneficial to update the salary adjustment language to allow for future annual increases without requiring formal contract amendments.

I respectfully request that this item be placed on the upcoming City Council agenda to ensure compliance with the timing requirements outlined in my employment agreement.

*Motion: Motion to approve the City Manager evaluation form and authorize the Mayor to execute the amended employment agreement, including the proposed revisions.*