



# Memorandum

---

**To:** The Honorable Mayor and City Commission

**Date:** March 14, 2024

**From:** Albert P. Childress  
City Manager

A handwritten signature in blue ink, consisting of the letters "APC" inside a circular scribble.

**Subject:** International City/County Manager's Association (ICMA) Evaluation Form

---

## Introduction

The City Manager respectfully requests that the International City/County Manager's Association (ICMA) form developed by the University of Tennessee's Institute of Public Service for City Managers be utilized in the Annual Review Process for City Manager, Albert P. Childress.

## Background

The Mayor and City Commission appointed Albert P. Childress as the City Manager for the City of Key West on February 15, 2023, at a City Commission meeting. As a result of that appointment, the City of Key West desired to enter into an employment agreement to provide certain benefits and to establish conditions of employment. The employment agreement was approved by the Mayor and City Commission at the March 13, 2024, City Commission meeting. In that employment agreement, the City agreed to pay for the ICMA dues of City Manager Childress. Language was provided by City Manager Childress that was included in the agreement that spoke of an annual review process.

An Annual Review of the City Manager should be a formal process utilizing an updated professional form that is mutually agreed upon. The ICMA is a professional organization for local City/ County Manager that was founded in 1914. The organization's vision is to be the leading professional association dedicated to creating and supporting thriving communities throughout the world. ICMA's members are the professional city, town and county managers who are appointed by elected officials to oversee the day-to-day operation of local communities. The association promotes and embraces diversity among its members, including a governing board that reflects ICMA's membership and communities served.

ICMA provides member support; publication; data and information; peer and results-oriented assistance; and training and professional development to over 13,000 city, town and county managers, their staff, and other individual and organizations throughout the world. The management decisions made by ICMA's members affect millions of individuals living in thousands of communities, from villages and towns to large metropolitan areas.

On February 7<sup>th</sup>, 2024, an e-mail was sent to the Mayor and City Commissioners attaching the ICMA form. In the e-mail it explained that the form was developed by the University of Tennessee, Institute for Public Service at the request of the ICMA. Also, attached to the e-mail was a handbook from the ICMA that highlights the value of a formal City Manager Evaluation Process and to assist local elected officials

in the design of an effective evaluation tool. A taskforce was organized by the ICMA to develop the handbook to assist in the evaluation process.

On February 25<sup>th</sup>, 2024, an eight (8) page e-mail was sent to the Mayor and City Commissioners that included the City Manager's Accomplishment for 2023-24. In the cover memorandum, the ICMA form was again spoken about and the handbook. The City Manager's Employment Agreement was also noted that states in part under Performance Reviews: "Commissioners and the Mayor will bring any perceived problems or inadequacies to the attention of the other, in private and exercise good faith to mutually resolve such perceived problems or inadequacies.

**Recommendation**

Approve the Resolution that the Annual Review Process for City Manager, Albert P. Childress utilizes the ICMA form developed by the University of Tennessee's' Institute of Public Service.