

# *Call for Nominations*



## **2023**

# **John H. Nail Memorial Award**

*An Award of the City Managers' Department*

# JOHN H. NAIL MEMORIAL AWARD

The John H. Nail Memorial Award was created by the City Managers' Department of the League of California Cities at the 1978 Annual Spring Conference, in honor of a highly regarded city manager and individual. The award is presented annually to an outstanding municipal assistant who has contributed significantly to his or her city government and to the advancement of the community. The award not only recognizes special accomplishments, but will also provide a stipend to participate in the Australian Exchange or provide financially for the recipient to attend the annual ICMA Conference and thereby foster continued professional development.

It is fitting that this special award and recognition be given in the memory of John H. Nail, for he manifested many of the qualities which are essential to the City Management profession. It is impossible to sum up the meaning of John's life and actions in a few words, but an essential quality that stood out was that he loved his work and his community. He acted according to what was best for his city and what best served the public's highest interest. He was a kind and gentle man with a charitable attitude. He was patient and forbearing. He knew that an occasional setback did not stop one from accomplishing their goals, if the purpose was worthy and there was tenacity to that purpose.

John was a man of the highest personal integrity, and a man of faith. He believed, even during the controversy of the moment, that reason and human concern would ultimately prevail, and that the passions and contentiousness of the moment would pass. Though you may imagine John was a solemn person, and in certain ways he was, those who knew him enjoyed his insightful sense of the ironic and the understated, the mischievous twinkle in his eye, and his involved telling of jokes.

John was a marvelous person. He believed in developing a city as a better place to live. He believed that his thoughts and actions mattered and was assured in this belief.

The future recipients of this award will follow in John's tradition of pride and dedication to City Management, commitment to the highest ideals of public service, and the responsible stewardship of communities of California.

## ELIGIBILITY CRITERIA AND PROCEDURES

The John H. Nail Memorial Award is intended to recognize local government administrative professionals who are serving as municipal assistants (regardless of position title) and have contributed significantly to their communities. Therefore, in order to be eligible, a candidate must meet the following criteria:

1. The candidate must be a full-time employee reporting to a city manager or department head with at least one year in his or her current position (not including internships in conjunction with an academic program).
2. The candidate must demonstrate a commitment to the profession of public administration and to his or her professional development through educational attainment and participation in an organization dedicated to the advancement of the profession.
3. The candidate must have made a valuable contribution to his or her community **in the previous 12 months**. Such a contribution may have been accomplished within the context of professional duties as a municipal employee or in community work.

## JOHN H. NAIL MEMORIAL AWARD

Nomination Form *(Please Type)*

Nominations must be submitted on the John H. Nail Memorial Award Nomination form along with a current resume. Please send a copy of both the nomination form and applicant resume. Materials must be received no later than Wednesday, December 6, 2023, at 5 p.m. Each city is limited to one nomination per year.

### NOMINATION STATEMENT

A statement limited to two pages describing the candidate and his or her contribution to the profession and community must accompany the Nomination Form. The Nomination Statement should **emphasize the specific accomplishment during the past 12 months**, the degree of participation of the assistant, and management abilities demonstrated. A Candidate has a better chance of being considered if the Nomination Statement states the degree of involvement and whether the meritorious contribution is job-related or community/volunteer participation.

**Candidate:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Nominated By:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### PROFESSIONAL EXPERIENCE

Begin with present experience. Indicate whether the candidate is responsible to the city manager or a department head. Asterisk any intern experience.

Title: \_\_\_\_\_

City: \_\_\_\_\_

From - To (mo./yr.): \_\_\_\_\_

Time in Months: \_\_\_\_\_

Reports to: \_\_\_\_\_

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Title: \_\_\_\_\_  
City: \_\_\_\_\_  
From - To (mo./yr.): \_\_\_\_\_  
Time in Months: \_\_\_\_\_  
Reports to: \_\_\_\_\_  
Title: \_\_\_\_\_

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City: \_\_\_\_\_  
From - To (mo./yr.): \_\_\_\_\_  
Time in Months: \_\_\_\_\_  
Reports to: \_\_\_\_\_

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Title: \_\_\_\_\_  
City: \_\_\_\_\_  
From - To (mo./yr.): \_\_\_\_\_  
Time in Months: \_\_\_\_\_  
Reports to: \_\_\_\_\_

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### EDUCATION

Begin with college degrees and include all relevant training (i.e. MPA, special management training).

Degree/Training: \_\_\_\_\_  
Dates Attending (mo./yr. – mo./yr.): \_\_\_\_\_  
Remarks (name of school, etc.): \_\_\_\_\_

### PROFESSIONAL ORGANIZATION

List the Professional affiliations of the candidate. Under "Remarks," indicate relevant participation information.

Organization: \_\_\_\_\_  
Membership Dates (mo./yr. – mo./yr.): \_\_\_\_\_  
Offices Held (if any): \_\_\_\_\_  
Remarks: \_\_\_\_\_

### VOLUNTEER ACTIVITIES

List the activities of the candidate unrelated to his/her position on the city staff in which he/she may have participated in the community.

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**SIGNATURES**

Candidate:

City:

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City Manager:

Date:

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Nominations must be submitted by **Wednesday, December 6 by 5 p.m.** to:

League of California Cities  
Attn: Meghan McKelvey  
1400 K Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814  
Phone (916) 658-8216  
Fax: (916) 658-8240  
[mmckelvey@calcities.org](mailto:mmckelvey@calcities.org)