

**TO: MAYORS, COUNCILORS, MANAGERS & THE GENERAL PUBLIC**

**FROM: Juan Fuentes, Manager, City of Truth or Consequences President of NMCMA**

**SUBJECT: “CITY MANAGER OF THE YEAR” AWARD**

**DATE: January 18, 2017**

The New Mexico City Management Association is pleased to honor one of their own with the “**City Manager of the Year**” award.

Nominations from Governing Body Members, municipal employees, or the general public will be accepted by the “City Manager of the Year” evaluation committee until April 3, 2017. **Please return the Nomination Form and the Description no later than April 3, to the attention of Tasha Martinez at the New Mexico Municipal League office.** NOTE: Please feel free to make this packet available to any interested person(s) from the general public.

All nominations will be evaluated based on the published criteria attached, and an unbiased judgment will be made of all nominations. An evaluation committee will be appointed by the President for the NM City Management Association to review and evaluate each nomination. The evaluation committee may include members from the executive board, NMCMA member at large, and members of other New Mexico Municipal League Associations.

The winner will be announced in July at the Post Budget Meeting for the City Management Association. A subsequent notification will be made at the New Mexico Municipal League’s Annual Conference in Clovis from August 16-18.

Please help us honor an excellent “**City Manager of the Year.**”

**NOTE:** As indicated on the attached criteria, **the Judges are appointed by the President for the NM City Management Association.**

# New Mexico City Manager of the Year

## Purpose

The purpose of this award is to identify and recognize a member of the New Mexico City Management Association who has made an enhancement to the manager's own community or municipal government, made a significant contribution to the objectives of the City Management Association in New Mexico, the advancement of the municipal managers profession and/or the promotion of municipal government in New Mexico.

## Qualifications

- ☞ Community Service – outstanding contributions to the municipality which may or may not be directly related to his or her duties and responsibilities.
- ☞ Current membership in the New Mexico City Management Association, a subsection of the New Mexico Municipal League.
- ☞ Professional Service – participation in professional activities i.e., New Mexico City Management Association, International City/County Management Association and/or local professional associations. **ICMA membership is not a nomination requirement.**

## Nominations

Nominations may be made by any one of the following:

- ☞ Mayor
- ☞ Councilor/Trustee
- ☞ Municipal Employee
- ☞ General Public
- ☞ Manager (by letter of support of the governing body)

## Ineligible

Members of the City Management Association who have not attended at least one NMML and/or CMA Conference in the preceding twelve months, acting President and 1<sup>st</sup> Vice President of the City Management Association are not eligible.

## Judges

An evaluation committee will be appointed by the President of NMCMA to serve as judges and review/evaluate each nomination independently and decide as a group. The Judges may include representatives from other league associations and NMCMA Executive Board members.

## Criteria

- ☞ Contributions to the Community = 40 points
- ☞ Contributions to the Profession = 30 points
- ☞ Contributions to Municipal Government = 30 points

## Criteria Considerations

To evaluate the required qualifications, criteria considerations may include:

- ☞ Activities that have furthered the goals of the New Mexico City Management Association (shared innovation of programs, projects, or best practices)
- ☞ Professional achievements, awards or accomplishments (Certification, Appointment, Election, (ICMA) Credentialed Manager (CM) designation, etc.)
- ☞ Community service beyond the role of Manager (volunteer, mentorship, etc.)
- ☞ Years of service as a municipal manager
- ☞ Fiscal responsibility (current on audits with unmodified opinion)
- ☞ Examples of leadership in the workplace and the community
- ☞ Service in offices, boards or committees of the New Mexico City Management Association, International City/County Management Association or other organizations.
- ☞ Education on a continuing basis; personal and professional.
- ☞ Participation as a moderator/presenter at a conference, seminar, community, or education event.

**NOMINATION FORM**  
**☐ NEW MEXICO CITY MANAGER OF THE YEAR**

**SECTION 1. Nominee's Biographical Information**

Nominee's Name: \_\_\_\_\_

Nominee's Municipality: \_\_\_\_\_

Nominee's Title: \_\_\_\_\_

Nominee's Address: \_\_\_\_\_

**SECTION 2. Nominator's Information**

Nominator's Name: \_\_\_\_\_

Nominator's Title: \_\_\_\_\_

Nominator's Address: \_\_\_\_\_

Nominator's Phone: \_\_\_\_\_

Nominator's Email: \_\_\_\_\_

**SECTION 3. Publicity Information**

Please list names and addresses of newspapers, radio stations, public officials, etc., to whom the announcement of this nomination and/or award should be sent.

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#### **SECTION 4. Nomination**

In narrative form, using as much or as little space for each area of the criteria, **describe your nomination for City Manager of the Year and why your nominee deserves to be recognized**. Single spaced, typewritten answers are preferred, with a double space between paragraphs. Be as factual and detailed as possible (Refer to the list of Criteria Considerations on the previous document to assist you in this section.)

1. List or describe the Nominee's contributions to their municipality which may or may not be directly related to their job duties and responsibilities.
2. List or describe the Nominee's contributions to the New Mexico City Management Association or any professional organization during the current year or any prior years.
3. List or describe the Nominee's contributions to municipal government in New Mexico during the current year or any prior years.

***URGENT NOTE:*** The more details given on the Nominee for this section, the better for the evaluation committee to assist in the decision-making process.

#### **SECTION 5. Certification**

I hereby certify that to the best of my knowledge and belief, the foregoing information is true and correct, and offer this person as a Nominee for the New Mexico City Management Association *City Manager of the Year* freely and without reservation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Nominator

#### **NOMINATION RETURN DEADLINE:**

**PLEASE RETURN THE NOMINATION FORM & THE DESCRIPTION (SECTION 4.)  
BEFORE OR NO LATER THAN April 3, 2017 TO:**

Tasha Martinez, Associate Program Director  
New Mexico Municipal League  
Tmartinez@nmml.org  
1-800-432-2036 or (505) 992-3525  
FAX # (505) 984-1392