

Mayors Municipal Innovation Awards Program



The Florida League of Mayors is sponsoring the **Mayors Municipal Innovation Awards (MMIA) program**, a competitive awards program that seeks to recognize municipalities that have developed and successfully implemented an innovative, creative, cost-saving, citizen- and/or business-friendly program that helps serve their residents. Additionally, the awards program will help municipalities share their innovative and creative ideas for making municipal government more efficient and responsive to its residents.

The **Mayors Municipal Innovation Awards** will be presented annually at the Florida League of Mayors' annual August membership/business meeting (held in conjunction with the Florida League of Cities' Annual Conference). Municipalities will compete with one another and will be grouped by three general revenue budget ranges (\$0-\$2.99 million; \$3 million-\$15 million; above \$15 million) in one of the three competitive categories:

- ▶ Technology/Innovation
- ▶ Quality of Life
- ▶ Service Delivery Improvement.

ELIGIBILITY AND CRITERIA

WHAT IS REQUIRED TO APPLY?

For each program nominated, program summaries and a more detailed entry form must be submitted to the Florida League of Mayors via the online application portal located on floridamayors.org or by mail, which must be postmarked by the application deadline. Incomplete applications will not be qualified or considered to win the awards; however, an applicant may be asked to provide additional information.

WHO IS ELIGIBLE TO SUBMIT ENTRIES?

Only Mayors of municipal governments that are members of the Florida League of Mayors are eligible to submit entries. A municipality may not submit the same program for consideration in multiple categories.

WHAT ARE THE ELIGIBILITY STANDARDS?

1. The start date of the program being considered for the award must be explicitly stated; the program must have become operational after the awarding of the previous year's awards (August) and prior to April 30 each year.
2. Municipal officials and/or staff, as part of their official duties, must have played a significant role in developing and implementing the program, with limited or no assistance from outside technical experts and/or consultants.

3. All steps in the entry process must be completed by April 30 each year.

The program must meet the three specific conditions detailed below for each of the varying award categories described in the next section. However, all entries should generally accomplish one or more of the following:

- ▶ The program must have measurable results (e.g., cost savings, enhanced employee productivity, improved citizen services, facilitation of better intergovernmental cooperation, etc.).
- ▶ The program must be innovative and not rely on techniques or procedures that are common practice in most municipalities of similar population or annual budget.
- ▶ All aspects of the program must be consistent with acceptable governmental and financial management practices and must promote general governmental accountability.

In addition to the three specific criteria listed above, the judges will consider if the nominated programs meet any of the broad goals and objectives listed below in addition to the specific criteria for each category as described on p. 3. Judges will award points based on the number of goals and objectives the nominated project or innovation includes. These broad goals and objectives are:

- ▶ Does the program uniquely address revenue shortfalls through efficiencies gained or identify new revenue sources?
- ▶ Does the program offer a new service or services to municipal residents or fill gaps in the availability of an existing service or services?
- ▶ Does the program improve the administration of an existing municipal government function?
- ▶ Does the program upgrade the working conditions or level of training for municipal employees?
- ▶ Does the program enhance the level of citizen participation in, or the understanding of, municipal government functions?
- ▶ Does the program promote intergovernmental cooperation and coordination in addressing shared problems?

Judges may also award points to a project or innovation that achieves other goals and objectives not shown in this list.

Municipalities with general revenue budgets that fall within the predetermined ranges will be competing for awards only against municipalities within the same budget range as described below. A municipality's budget will be determined by the final adopted budget as described in Section 166.241 (3), Florida Statutes, that was most recently submitted to the State of Florida Office of Economic and Demographic Research per Section 166.241 (6), Florida Statutes.

The general revenue budget ranges for municipalities are as follows:

- ▶ \$0-\$2.99 million
- ▶ \$3 million-\$15 million
- ▶ Above \$15 million.

INELIGIBLE PROGRAMS:

- ▶ Programs designed to influence laws or regulations
- ▶ Certification or accreditation programs

- ▶ Events that take place **ONLY** one time, such as conducting a conference, the formation of a task force or the establishment of a committee
- ▶ Programs, whole or in part, that have received a previous **Mayors Municipal Innovation Award**
- ▶ Programs that center on the purchase of new technology or equipment, the construction of a building or the privatization/contracting out of a function
- ▶ A newsletter or a publication.

INDIVIDUAL AWARD PROGRAM CRITERIA

To be eligible for a **Mayors Municipal Innovation Award**, projects submitted for consideration must meet the three specific criteria described above and conform with the goals and objectives of the individual categories described below for each separate award category. A project or innovation may be submitted for consideration in only one category.

TECHNOLOGY AND INNOVATION

This category will award municipal programs or innovations that have utilized or created new technological or innovative solutions that make the municipality more responsive to citizens and/or provide for more efficient delivery of services to citizens and/or businesses. The technology and/or solution must be innovative and not rely on techniques and procedures that are common practice in municipalities with comparable general revenue budgets. Qualifying nominations might include:

- ▶ The creation of unique software or other technological solutions to address a problem that would have otherwise gone unsolved
- ▶ The automation of a process or procedure that dramatically and positively impacts citizen access to municipal resources, programs and processes.

QUALITY OF LIFE

This category will award municipal programs that developed innovative or creative actions that will enhance the community experience and/or make the municipality a more attractive place to live, work or play. Qualifying nominations might include:

- ▶ Going above and beyond to create access to a park or other recreational area
- ▶ Increasing public health through an inspired or imaginative initiative
- ▶ Enhancing the level of citizen participation in, or understanding of, municipal government programs.

SERVICE DELIVERY IMPROVEMENTS

This award is given to the municipality that dramatically improves the quality and efficiency of the delivery of service to citizens in any area of municipal government. The service delivery improvement must be inventive and not rely on techniques or procedures that are common practice in municipalities with general revenue budgets that are of similar amounts as the municipality submitting the nomination. Qualifying nominations might include:

- ▶ Dramatically reducing the amount of time necessary to complete a public works project
- ▶ Making improvements to the turnaround time of processing permits or other documentation
- ▶ Reducing the time or cost necessary to provide a new or existing service
- ▶ Increasing the number of municipal citizens or businesses served by a program without increasing the cost.

HOW TO ENTER

To begin the entry process online, go to floridamayors.org, or mail your application to:

Florida League of Mayors
c/o Mayors Municipal Innovation Awards Program
P.O. Box 1757
Tallahassee, FL 32302

For UPS, FedEx or other express service only, ship to:

Florida League of Mayors
301 S. Bronough St.
Suite 300
Tallahassee, FL 32301

STEP ONE: PREPARE THE NOMINATION SUMMARY

Please prepare your nomination summary according to the instructions below. All entries must have the name of the municipality and page number on each page.

ABSTRACT OF THE PROGRAM OR INNOVATION

In approximately 250 words or less, discuss the opportunity, problem or need that prompted the development of the program as well as the purpose and outcomes of the program or innovation.

Abstracts of award-winning programs will be available online for the general public to review. Please be sure to provide clear and concise information.

DESCRIPTION OF THE PROGRAM

In a separate document from the one discussed in the **ABSTRACT**, municipalities shall submit a description of the program's objectives, time frame for development and implementation, clientele, the municipality's role in implementing the program and the contributions of any other partners where applicable (e.g., federal, state, county, civic or business groups, consultants and private partnerships, etc.). **Each PROGRAM DESCRIPTION shall be no more than 1,000 words.** If applicable, include a description of how the program responded to municipal budget constraints or addressed the new economic reality of the municipality. Each program description **MUST INCLUDE** a general description of both the operating and capital costs incurred in developing and implementing the program or innovation. List all costs that would likely be incurred by a municipality attempting to replicate the program.

SUPPLEMENTAL MATERIALS (OPTIONAL)

Supplemental materials such as pictures and charts may be submitted as part of the application. Supplemental materials are not required but are highly encouraged and should not be more than five additional pages of maps, graphs, charts or other backup materials related to the program or innovation.

STEP TWO: SUBMIT YOUR ENTRY INFORMATION

CONTACT INFORMATION

The individual listed as the contact in the entry form should be the primary point of contact for the program. All correspondence and logistical communications about the program will be directed to the person listed on the application. Applications for the **Mayors Municipal Innovation Awards** must be submitted online, by overnight delivery or by U.S. mail.

PROGRAM INFORMATION

Should your program win a **Mayors Municipal Innovation Award**, the program title you provide will appear, exactly as it was submitted, on the certificate as well as any media channels. The title should be no more than 75 characters.

TERMS AND CONDITIONS

All Mayors submitting entries must agree to the terms and conditions on the entry form to continue with the entry process. By agreeing to these terms, the municipality certifies that this program is operated as described in the submitted award entry form and agrees to the use of images and information by the Florida League of Mayors.

JUDGING AND CONSIDERATION OF APPLICATIONS

There will be a maximum of two awards given for each of the three categories outlined above for each of the three budget categories (\$0-\$2.99 million, \$3 million-\$15 million and above \$15 million) that conform to the required minimal criteria and performance standards. The competition for a **Mayors Municipal Innovation Award** will allow municipalities with similar-sized general revenue budgets to compete against one another within each of the three competitive categories.

Staff from the Florida League of Mayors will initially review all submittals to ensure compliance with the required criteria. League staff will then forward all qualified applications to a panel of judges who have diverse backgrounds and experience in municipal government. The judges will make the final decisions on which programs or innovations will be recognized for a **Mayors Municipal Innovation Award** in each of the three award categories for each budget category. **The Florida League of Mayors reserves the right to not issue awards in any or all categories.**

Each winning entry will receive an appropriate tangible form of recognition. The Florida League of Mayors will further recognize winning entries in the media, at our annual meeting and by other appropriate means.

