

> LEAGUE OF MINNESOTA CITIES <



MULTIPLE POPULATION CATEGORIES TO
SHOWCASE YOUR CITY'S WORK!

2019 TOPICAL AWARD CATEGORY:
Creative Programs and Services in Public Works

Each and every day, city officials throughout the state of Minnesota do outstanding work that promotes quality of life in our communities. Through both individual and team efforts, they make Minnesota cities excellent places to live.

Showcase your city's excellent work—submit your entry today for the League of Minnesota Cities 2019 City of Excellence Awards!

DEADLINE: MAY 6, 2019



ENTRY RULES

Excellence in local government can be defined in many ways. If your city has done one or more of the following, we encourage you to send in an entry:

Improved the quality of a city service.

Developed an effective or innovative way to solve an old or common problem.

Modified a program from another community or organization to fit your needs.

Found a way to save your city money and achieve the same or better results.

Involved citizens or other city staff in making a decision.

This is your chance for statewide recognition—from peers, colleagues, city residents, and the media—for a job well done!

EVALUATION

Entries will be evaluated by a panel of judges selected by the League of Minnesota Cities (LMC). Evaluation of the award entries will include analysis of:

- **Structure**—how the project or program is planned, organized, administered, and evaluated.
- **Goals and results**—demonstration of how goals were achieved.
- **Strengths and weaknesses**—what worked, and what could be improved.
- **Applicability** to other cities as a best practice.

ELIGIBILITY FOR AWARDS

- **General Entry Awards** are divided into three population categories. Cities may submit an entry in their population category, regardless of topic or service area: 4,999 and under; 5,000 to 19,999; 20,000 or more.
- A single award will also be presented in this year's **Topical Award** category, "**Creative Programs and Services in Public Works.**" Cities of all sizes will compete against each other in this category.
- To be eligible, the subject of each entry must be a city-funded and/or city-administered project or program. The project or program must have been initiated and/or implemented between December 2016 and December 2018. Cities may not enter the same project in both the population category and the topical category.

WINNING ENTRIES

- A First Place Award, to include a cash prize of \$1,000, will be awarded to the winner in each General Entry Award population category.
- A single award of \$1,000 will also be presented in this year's Topical Award category. Cities of all sizes will compete against each other in this category.
- If no entries in a given category meet judging standards, or if a category has few competitive entries, judges reserve the right to withhold an award in that category.
- Winning cities will be notified in advance of the LMC Annual Conference—which is happening June 26-28, 2019 in Duluth—and will receive special recognition at the conference.
- **Please plan ahead!** If you are selected as a winner, you will be asked to immediately submit up to 10 high-resolution photographs that will be used in recognition and promotional activities.

ENTRY PROCESS

Submit an entry packet via email or mail that includes a completed entry form, needed information described on the entry form, and any relevant supporting materials. *Please note that entry materials cannot be returned if submitted by mail.*

ENTRY DEADLINE

All entries must be submitted or postmarked by May 6, 2019. Electronic submissions are encouraged.

Questions? Contact Don Reeder at dreeder@lmc.org or (651) 215-4031.

ENTRY FORM

CITY OF EXCELLENCE AWARDS

Please submit the following information for each entry.

Name of city: _____

Name of your nominated project or program: _____

Contact person: _____

Title: _____

Phone number: _____ Email address: _____

1. On a separate page, in 250 words or less, please provide a brief program/project description (to include budget, time frame, goals, collaborations, etc.).
2. Entries in both the General Entry Award and Topical Award categories will be evaluated in terms of project/program structure, project/program goals and results, project/program strengths and weaknesses, and applicability to other cities as a best practice.
3. Entries may include additional supporting documents (e.g., reports, proposals, brochures, maps, newsletters, newspaper clippings, charts or graphs, printed website pages, advertisements, or marketing pieces). Submitting entries on no more than 20 sheets of single-sided paper is helpful to our judging panel. If you choose to submit your packet in a binder, please use binders that are no more than one inch thick.
4. Winners will be notified by the third week of May. **Please plan ahead!** If you are selected as a winner, you will be asked to immediately submit up to 10 high-resolution photographs that will be used in recognition and promotional activities.

In which category are you submitting your entry? (Choose one category—General OR Topical):

- General Entry Award** (check one population category):
- 4,999 and under
 - 5,000 to 19,999
 - 20,000 or more

- Topical Award: Creative Programs and Services in Public Works**

Requirements for General Award Entries:

On a separate page, in 600 words or less, please describe how your city's project/program has accomplished one or more of the following:

- a. Improved the quality of a city service.
- b. Developed an effective or innovative way to solve an old or common problem.
- c. Modified a program from another community or organization to fit your needs.
- d. Found a way to save your city money and achieve the same or better results.
- e. Creatively involved citizens or other city staff in making a decision.

Requirements for Topical Award Entries:

Has your city's public works department recently engaged in a creative collaboration or an innovative way for residents to receive public works services? For example, have you created a new program or service related to street construction and maintenance, or other public transportation systems; drinking water and wastewater processing; or other infrastructure construction and maintenance?

In 600 words or less, please describe your program, service, or initiative and its impact on the community. Please be specific in terms of planning, process, and intended outcomes.

Please note that, by submitting your entry, you are granting the LMC approval to use your entry for promotional purposes. Completed entries must be submitted or postmarked by **May 6, 2019**.

Electronic submissions are encouraged.

Send via email to: Don Reeder at dreeder@lmc.org

Send via mail to: City of Excellence Awards
Attn: Don Reeder, Asst. Director of Communications
League of Minnesota Cities
145 University Avenue West
St. Paul, MN 55103-2044

HONORING EXCELLENCE

2018 City of Excellence Award Winners

POPULATION UNDER 5,000

City of Clarkfield

“Community Child Care Initiative”

POPULATION 5,000 TO 19,999

City of Falcon Heights

“Policing and Inclusion Community Initiative”

POPULATION 20,000+

City of Duluth

“Imagine Canal Park: Cold Front February Kick-Off Celebration”

TOPICAL CATEGORY — PROMOTING LEADERSHIP AND CAREER OPPORTUNITIES IN CITY GOVERNMENT

Cities of St. Louis Park and Bloomington

“Pathways to Policing”

Showcase your city’s good work, receive statewide recognition,
and win \$1,000 for your city!

Please submit your entry by May 6, 2019.

