

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: February 5, 2020

To: The Mayor
The Council

From: Jon Merritt, President
Innovation and Performance Commission



Subject: **NOMINATION GUIDELINES FOR THE 2020 INNOVATION AND PERFORMANCE AWARDS**

On July 11, 2019, the Innovation and Performance Commission transmitted a Motion of Action for the Creation of the City-Wide Innovation and Performance Award. The guidelines for the awards have been established and outlined in the document attached. This document is now transmitted for further consideration and action.

Attachment

JM:BLS: 11200063h

cc: *Herb Wesson, Council President*
Bob Blumenfield, Councilmember, 3rd District
Miguel Sangalang, Deputy Mayor, Mayor's Office of Budget and Innovation
Richard H. Llewellyn, Jr., City Administrative Officer



2020 INNOVATION & PERFORMANCE AWARDS BACKGROUND & GUIDELINES

HISTORY

On August 15, 2019, the Innovation & Performance Awards were officially established by the Innovation & Performance Commission to recognize City Employees, Commissioners, and Neighborhood Councils that have advanced the City of Los Angeles through exemplary innovation and performance that has either improving customer service, streamlined processes, saved money, and/or enhanced the quality of life in the City of Los Angeles.

WHAT DOES THE AWARD RECOGNIZE?

Award recipients will be honored in one of two categories;

- Exemplary Innovation
 - The recipient of this award has successfully implemented, or contributed toward the successful implementation of an innovative project in the City of Los Angeles, whereby the project has either increased efficiency, improved the quality of life for Angelenos, reduced costs and/or generated revenue.
- Exemplary Performance
 - The recipient of this award has demonstrated distinguished performance based on department or agency goals and outcome measures, whereby the performance has advanced the City of Los Angeles short-term and/or long-term objectives.

WHO IS ELIGIBLE TO RECEIVE THE AWARD?

- City of Los Angeles Employees or Employee Teams
- City of Los Angeles Commissioners
- City of Los Angeles Neighborhood Councils Board Members or Stakeholder Active with City of Los Angeles Neighborhood Council

WHO CAN NOMINATE CANDIDATES FOR AWARD CONSIDERATION?

- City of Los Angeles Employees / Teams of Employees
- City of Los Angeles Department Supervisors / General Managers
- City of Los Angeles Commissioners
- City of Los Angeles Elected Officials
- City of Los Angeles Neighborhood Councils
 - NOTE: The Public May Submit to their Neighborhood Council or Council District

HOW & WHEN TO NOMINATE?

- Nominations will be received online via our Innovation & Performance Commission website.
- Nominations will be accepted from February 1, 2020 thru March 15, 2020.

SELECTION & ANNOUNCEMENTS

- Nominated candidates will be reviewed and selected by the Innovation & Performance Commission.
- Selection announcements will be made by March 31, 2020.

AWARD PRESENTATIONS

- Awards will be presented by the Innovation & Awards Commission on Thursday, May 28, 2020 at 12:00pm at Los Angeles City Hall – Tom Bradley Tower.



2020 INNOVATION & PERFORMANCE AWARDS
NOMINATION FORM

Your Name (First & Last):

Your City Department or Agency:

Your Email Contact:

Your Office Phone Contact:

Your Cell Phone Contact:

Name of Nominated City Employee, Employee Team, Commission or Neighborhood Council:

Nominee Email Contact:

Nominee Office Phone Contact:

Nominee Cell Phone Contact:

NOMINATION CATEGORY - (Check Only One & Answer Category Applicable Questions Only)

Innovation: _____ Performance: _____

INNOVATION NOMINATION CATEGORY

(Note: This Section should only be completed if you are nominating in the Innovation Category. If Not, Please Do Not Complete this Section)

Did the nominee successfully implement an innovative project in your department or agency? If so, please provide name of project, results & brief overview (No More than Paragraph)

Has the nominee submitted an innovation pilot project to the Innovation & Performance Commission for funding consideration?

Has the nominee had a project funded by the Innovation & Performance Commission?

How has the nominee's innovation saved money and/or generated revenue for the City of Los Angeles?

How has the nominee's innovation saved time or enhanced efficiencies in the City of Los Angeles?

How has the nominee's innovation improved quality of life for the City of Los Angeles?

PERFORMANCE NOMINATION CATEGORY

(Note: This Section should only be completed if you are nominating in the Performance Category. If Not, Please Do Not Complete this Section)

How has the nominee distinguished themselves in the area of performance?

How has the nominee achieved or surpassed department or agency performance measures, goals and/or objectives?

In what ways has nominee's performance advanced their department or agency?

In what ways has the performance of the nominee improved the quality of life for residents of the City of Los Angeles?

Has the nominee's performance reduced costs and/or generated revenue for the City of Los Angeles?

QUESTIONS / NEED HELP?

Point of Contact: Ms. Bianca Swan, Project Coordinator, Innovation & Performance Commission

CALL: (213) 978-1694 / **CLICK:** Bianca.Swan@lacity.org