

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM No. 30 (R)

MARCH 27, 1987

TO: All Departments, Boards, Agencies and Commissions

FROM: Kurt D. Steiner, Chief Administrative Officer

SUBJECT: ANNUAL REPORTS

1. PURPOSE.

This memorandum requires the submission of departmental annual reports in compliance with the Home Rule Charter.

2. CHARTER REQUIREMENT.

Chapter 3, Section 9-304 (1) of the Home Rule Charter of the City of New Orleans requires each City department or board to make an annual written report of its activities to the Chief Administrative Officer not later than sixty days after the close of the fiscal year.

3. PROCEDURE.

- A. Each City department, board, agency, or commission shall submit two copies of their annual report to the Chief Administrative Officer no later than March 1 of the following year.
- B. Annual reports should include the following:
 - 1. Departmental organization chart with employee names down to the bureau chief level;
 - 2. A summary of the major accomplishments of the year; and
 - 3. A brief listing of projects planned or in progress and their estimated completion dates.
- C. Budget limitations do not permit City agencies to prepare reports of professional quality. The reports should be photocopied or mimeographed. The text should be the minimum length possible, not to exceed three pages.
- D. Chapter 3, Section 9-304 (3) of the Charter requires copies of all annual reports to be filed in the archives of the City. Accordingly, one copy of each annual report shall be forwarded to the Louisiana Division of the New Orleans Public Library by the Chief Administrative Officer.

4. INQUIRIES.

Any questions concerning this memorandum should be addressed to the Chief Administrative Office, Special Projects Section at 586-4838.

Kurt D. Steiner
Chief Administrative Officer

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