

CHIEF ADMINISTRATIVE OFFICE  
CITY OF NEW ORLEANS

**HELENA MORENO**  
MAYOR

**JOSEPH I GIARRUSSO**  
CHIEF ADMINISTRATIVE OFFICER

**CIRCULAR MEMORANDUM NO. 26-07**

**March 31, 2026**

TO: All Departments, Boards, Agencies, and Commissions

FROM: Joseph I. Giarrusso, Chief Administrative Officer

**SUBJECT: 2027 - 2031 CAPITAL BUDGET TIMETABLE**

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**1. PURPOSE**

This memorandum establishes the timetable for developing the 2027 Capital Budget and Five Year Program (2027 – 2031).

**2. PROCEDURES**

April 8<sup>th</sup> **10:00 am** –Virtual Meeting via Microsoft Teams - Departmental Orientation. Attendance is required of departmental personnel responsible for the preparation of capital budget requests.

Teams Link: <https://teams.microsoft.com/meet/21484660598658?p=OLhuLLVzP6Lj2FocPH>  
Or Dial in By Phone #: +1 504-356-4110, 262524208#

April 10<sup>th</sup> & **1:30 pm - 2:30 pm** - Questica/budget submission training opportunities  
April 14<sup>th</sup> for Departments/Agencies.

April 8<sup>th</sup> - CPA Project Managers meet with department/agency personnel to prepare  
April 22<sup>nd</sup> budget requests in Questica.

April 22<sup>nd</sup> Budget requests submitted to CPA PMs for final comments and review.

April 29<sup>th</sup> Deadline for departments/agencies to promote completed requests in  
Questica.

April 29<sup>th</sup> - Capital Projects Director meets with City Council to review requests. After  
May 6<sup>th</sup> Council feedback, Capital Projects Director promotes requests to City  
Planning Commission.

May 6<sup>th</sup> - City Planning Commission prepares for public hearings.  
May 15<sup>th</sup>



- May 18<sup>th</sup> - May 22<sup>nd</sup> City Planning Commission holds public hearings with requesting departments/agencies.
- May 26<sup>th</sup> CAO submits 5-year revenue estimate for Capital Projects to the City Planning Commission.
- May 26<sup>th</sup> - July 20<sup>th</sup> City Planning Commission reviews budget requests and identifies priorities.
- July 20<sup>th</sup> Draft Capital Improvement Plan completed.
- Aug. 4<sup>th</sup> Completed report released to the public.
- Aug. 11<sup>th</sup> City Planning Commission holds public hearing for adoption of 2027-2031 Capital Improvement Plan.
- Sept. 15<sup>th</sup> City Planning Commission submits the recommended Five-Year Capital Program to the Mayor.
- October 1<sup>st</sup> Mayor's Five-Year Capital Program and 2027 Capital Budget submitted to City Council.

3. **FIVE-YEAR CAPITAL PROGRAM**

The Capital Budget preparation cycle has been arranged to allow everyone adequate time to analyze both their **immediate** and **long-term** capital needs. Budget requests should reflect each department's capital needs for the next five years. The Administrative Office will again conduct internal hearings to ensure that all departmental requests are comprehensive and fully documented.

4. **INQUIRIES**

Any inquiries concerning this memorandum should be directed to Jerry D. Harris, Director, Capital Projects Administration, at (504) 658-8681, Kyle Homan, Director, Capital Budget & Fiscal Management at (504) 658-8677 or Larry Massey, Deputy Director, City Planning Commission, at (504) 658-7027.

