

CHIEF ADMINISTRATIVE OFFICE  
CITY OF NEW ORLEANS

LATOYA CANTRELL  
MAYOR

GILBERT A. MONTAÑO  
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 22-03

May 20, 2022

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer



**SUBJECT: 2023 CAPITAL BUDGET TIMETABLE**

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1. **PURPOSE:**

This memorandum establishes the timetable for developing the 2023 Capital Budget and Five-Year Program 2023-2027.

2. **PROCEDURES:**

- May 26<sup>th</sup> **3:00 pm - Homeland Security Conference Room 8<sup>th</sup> Floor of City Hall Departmental Orientation.** Attendance is required of departmental personnel responsible for the preparation of capital budget requests. Budget request forms and instructional material will be distributed.
- May 23<sup>rd</sup> to June 10<sup>th</sup> City Architects and Project Managers meet with departmental personnel to assist, as needed, with the preparation of their requests.
- June 10<sup>th</sup> Deadline for submitting completed forms to Capital Projects Administration.
- June 10<sup>th</sup> to June 24<sup>th</sup> Capital Projects internal meetings with departments to review capital budget requests.
- June 27<sup>th</sup> Capital Projects to transmit completed request forms to the City Planning Commission.
- July 7<sup>th</sup> to July 18<sup>th</sup> City Planning Commission to hold public hearings with requesting agencies in person.

- July 22<sup>nd</sup> CAO submits Capital Projects revenue estimates to the City Planning Commission.
- Aug. 19<sup>th</sup> Draft CIP Completed and discussed with project team
- Aug. 23<sup>rd</sup> City Planning Commission Special Projects Committee meeting to discuss preliminary recommendations with staff
- Sep. 6<sup>th</sup> Completed report released to the public
- Sep. 13<sup>th</sup> City Planning Commission Public Hearing for adoption of 2023-2027 Capital Improvement Plan
- Sep. 30<sup>th</sup> City Planning Commission to submit recommended Five-Year Capital Program to Mayor.
- Oct. 15<sup>th</sup> Mayor's Five-Year Capital Program and 2023 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. **EXPIRATION DATE:**

This circular memorandum expires December 31, 2022.

5. **INQUIRIES:**

Any inquiries concerning this memorandum should be addressed to Mr. Vincent A. Smith, Capital Projects Administration, City Hall, Suite 6E15, at (504) 658-8670 or Ms. Aspen Nero, City Planning Commission, City Hall, 7<sup>th</sup> Floor, at (504) 658-7023.

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