

CHIEF ADMINISTRATIVE OFFICE  
CITY OF NEW ORLEANS

LA TOYA CANTRELL  
MAYOR

GILBERT A. MONTAÑO  
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 23-07

June 21, 2023

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer



**SUBJECT: 2024 - 2028 CAPITAL BUDGET TIMETABLE**

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1. **PURPOSE**

This memorandum establishes the timetable for developing the 2024 Capital Budget and Five-Year Program 2024 - 2028.

2. **PROCEDURES**

- June 27      **11:00 am** – [Virtual Meeting through Microsoft TEAMS](#) - 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.
- June 27 -  
July 11<sup>th</sup>      City Project Managers meet with department personnel to assist, as needed, with the preparation of their requests.
- July 11<sup>th</sup>      Deadline for submitting completed forms to Capital Projects Administration.
- July 11<sup>th</sup>      Capital Projects internal meetings with departments to review capital program requests.
- July 14<sup>th</sup>      Capital Projects to transmit completed request forms to the City Planning Commission.
- July 17<sup>th</sup>      City Planning Commission to hold public hearings with requesting agencies.
- July 24<sup>th</sup>      CAO submits Capital Projects revenue estimates to the City Planning Commission.
- Aug. 19<sup>th</sup>      Draft Capital Improvement Plan completed and discussed with project team.



June 21, 2023

- Aug. 23<sup>rd</sup> City Planning Commission Special Projects Committee meeting to discuss preliminary recommendations with staff.
- Sep. 7<sup>th</sup> Completed report released to the public.
- Sep. 13<sup>th</sup> City Planning Commission Public Hearing for adoption of 2024-2028 Capital Improvement Plan.
- Sep. 30<sup>th</sup> City Planning Commission to submit recommended Five-Year Capital Program to Mayor.
- Oct. 6<sup>th</sup> - Mayor's Five-Year Capital Program and 2024 Capital Budget submitted to  
Oct. 26<sup>th</sup> 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, 2023.

**5. INQUIRIES**

Any inquiries concerning this memorandum should be directed to Vincent A. Smith of the Capital Projects Administration, City Hall, Suite 6E15 at (504) 658-8670, or Larry Massey of the City Planning Commission, City Hall, 7<sup>th</sup> Floor, at (504) 658-7027.

