

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

GILBERT A. MONTAÑO
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 24-04

April 12, 2024

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer



SUBJECT: 2025 - 2029 CAPITAL BUDGET TIMETABLE

1. PURPOSE

This memorandum establishes the timetable for developing the 2025 Capital Budget and Five-Year Program 2025 - 2029.

2. PROCEDURES

- April 18th **1:30pm** – Microsoft Teams Meeting- Departmental Orientation. (Click link to join) Attendance is required of departmental personnel responsible for the preparation of capital budget requests. Budget request forms and instructional material will be distributed via email.
- April 18th - City Project Managers meet with department personnel to assist, as needed,
April 26th with the preparation of their requests.
- May 3rd Deadline for submitting completed forms to Capital Projects Administration.
- May 3rd – Capital Projects internal meetings with departments to review capital
May 10th program requests.
- May 13th Capital Projects to transmit completed request forms to the City Planning Commission.
- May 13th - City Planning Commission to hold public hearings with requesting
May 31st agencies.
- May 31st CAO submits Capital Projects revenue estimates to the City Planning Commission.
- July 16th Draft Capital Improvement Plan completed and discussed with project team.



- July 23rd City Planning Commission Special Projects Committee meeting to discuss preliminary recommendations with staff.
- Aug. 6th Completed report released to the public.
- Aug. 13th City Planning Commission Public Hearing for adoption of 2024-2028 Capital Improvement Plan.
- Aug. 30th City Planning Commission to submit recommended Five-Year Capital Program to Mayor.
- Aug. 30th - Sept. 15th Mayor's Five-Year Capital Program and 2024 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, 2024.

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, 7th Floor, at (504) 658-7027.

