

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

LA TOYA CANTRELL
MAYOR

GILBERT A. MONTAÑO
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 25-03

March 26, 2025

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer

SUBJECT: 2026 - 2030 CAPITAL BUDGET TIMETABLE

1. PURPOSE

This memorandum establishes the timetable for developing the 2026 Capital Budget and Five-Year Program 2026 - 2030.

2. PROCEDURES

Click here for direct link to Teams mtg
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April 1ST **11:00 am** –Virtual Meeting via 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.

April 3rd – 11th Questica Training for Departments/Agencies

April 14th - City Project Managers meet with department personnel to assist, as needed,
April 25th with the preparation of their requests.

May 2nd Deadline for Directors to promote completed forms in Questica.

May 5th – Capital Projects promotes Department requests to City Planning.

May 6th - City Planning prepares for public hearings.
May 9th

May 12th - City Planning Commission to hold public hearings with requesting
May 23rd agencies.

May 30th CAO submits Capital Projects revenue estimates to the City Planning Commission.

July 18th Draft Capital Improvement Plan completed and discussed with project team.



March 26, 2025

- July 22nd City Planning Commission Special Projects Committee meeting to discuss preliminary recommendations with staff.
- Aug. 5th Completed report released to the public.
- Aug. 12th City Planning Commission Public Hearing for adoption of 2026-2030 Capital Improvement Plan.
- Aug. 29th City Planning Commission to submit recommended Five-Year Capital Program to Mayor.
- Aug. 29th - Sept. 15th Mayor's Five-Year Capital Program and 2026 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, 2025.

5. INQUIRIES

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

Open the PDF attachment in Outlook to add the invite to Outlook calendar

