

CHIEF ADMINISTRATIVE OFFICE  
CITY OF NEW ORLEANS


LATOYA CANTRELL  
MAYOR

GILBERT MONTAÑO  
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM NO. 22-04

July 11, 2022

**TO:** All Departments, Boards, Agencies and Commissions  
**FROM:** Gilbert A. Montaña, Chief Administrative Officer  
**SUBJECT:** 2023 OPERATING BUDGET



**1. PURPOSE**

The purpose of this memorandum is to announce the 2023 Operating Budget timetable.

**2. TIMETABLE**

Week of July 11 <sup>th</sup>	Budget Kick-Off /Overview of Budget Process
July 18 <sup>th</sup> - August 12 <sup>th</sup>	Training, Agency Budget Development Begins
July 18 <sup>th</sup> - September 2 <sup>nd</sup>	Departments Develop Budgets
Friday, September 2 <sup>nd</sup>	Budget Request due to Budget Office
September 19 <sup>th</sup> - September 30 <sup>th</sup>	Budget Office/CAO Budget Hearings
October 3 <sup>rd</sup> until Budget Presentation	Final budget decisions and development of budget materials
On or Before November 1 <sup>st</sup>	2023 Proposed Operating Budget submitted to the City Council or at a Special Council Meeting to be announced

**3. EXPIRATION DATE**

This Circular Memorandum shall expire on December 31, 2022..

**4. INQUIRIES**

Any questions concerning the budget timetable should be addressed to Karla Felton of the Finance Department at 504-658-1547.

GAM/NLW/kmf