

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

GILBERT MONTAÑO
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM NO. 24-07

May 31, 2024

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer

SUBJECT: 2025 OPERATING BUDGET TIMETABLE

1. **PURPOSE**

The purpose of this memorandum is to announce the 2025 Operating Budget Timetable.

2. **TIMETABLE**

Week of June 17th	2025 Budget Kick-Off
June 18th - July 3rd	Training & Agency Budget Development Begins
June 18th – August 2nd	Departments Develop Budgets
Middle of July	Mayor’s Community Meetings
Friday, August 2nd	Budget Request due to Budget Office
August 12th - September 6th	Internal Budget Hearings
September 6th – September 26th	Final budget decisions and development of budget materials
October 1st	2025 Proposed Operating Budget submitted to the City Council at a Special Council Meeting to be announced

3. **EXPIRATION DATE**

This Circular Memorandum shall expire on December 31, 2024.

4. **INQUIRIES**

Any questions concerning the budget timetable should be addressed to Brandye A. DeLarge of the Budget Office at (504) 658-2587.

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