

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

GILBERT MONTAÑO
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM NO. 25-04

May 1, 2025

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer

SUBJECT: 2026 OPERATING BUDGET TIMETABLE

1. PURPOSE

The purpose of this memorandum is to announce the 2026 Operating Budget Timetable.

2. TIMETABLE

Week of June 9th	2026 Budget Kick-Off
June 10th – June 27th	Training & Agency Budget Development Begins
June 10th – August 1st	Departments Develop Budgets
August 1st	Budget Request due to Budget Office
August 11th - September 5th	Internal Budget Hearings
September 6th – September 24th	Final budget decisions and development of budget materials
October 1st	2026 Proposed Operating Budget submitted to the City Council at a Special Council Meeting to be announced
TBA	Mayor's Community Meeting

3. EXPIRATION DATE

This Circular Memorandum shall expire on December 31, 2025.

4. INQUIRIES

Any questions concerning the budget timetable should be addressed to Brandye A. DeLarge, Director of Budget, Internal Audit, and Management, at (504) 658-2587.

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