



Sandy City Council Office

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MEMORANDUM

January 23, 2026

To: City Council Members

From: Matt Dixon, Workshop Facilitator
Dustin Fratto, Council Executive Director

Subject: Process and Expectations for the January 27th Budget Priorities Workshop

Event Date: January 27, 2025, 5:15 – 7:30PM (dinner from 4:30 – 5:15PM)

Meeting Purpose

The primary objective of the workshop is to review and update the council's existing budget priorities leading into the upcoming FY2027 budget and beyond. These budget priorities will be used to assist the council in evaluating various budget requests. Evaluations will take place using a simple evaluation tool that will be developed based on the council's weighted priorities.

Participants & Expectations

Those participating in the workshop are expected to be engaged in the process, deferential to the process and to the facilitator, respectful of one another, willing to openly share thoughts and insights, and willing to consider other participants' perspectives. Council members will also be asked at various times throughout the process to vote on different ideas and priorities that will come up during the process.

The Process

When the Council originally developed its budget priorities for FY26, you went through the process outlined below. For this update, the facilitator will follow the same process with a few different questions.

City council members will be seated at two tables. At times during the process, some of you may be asked to switch tables to enable council members an opportunity to work with other council members.

The process will involve each council member writing their individual thoughts/ideas to the questions that will be asked. Council members will then be asked to share their individual ideas with those seated at their table. Each table will then be asked to discuss and consolidate their ideas and come up with a list of the top ideas they can agree on as a table. Representatives from each table will then be asked to stand and share their table's best ideas with the group. Ideas will be written on large Post-its and displayed on the wall for the group to see and further discuss.

Once the council identifies their top budget priorities (displayed on the wall), they will be given several stickers and asked to allocate their stickers to each of the budget priorities. This exercise enables the group to see which priorities carry more weight in overall importance to the group. The council will then discuss what weight should be applied to each of the evaluation criteria.

The workshop will begin at 5:15 PM and is anticipated to last approximately 2 hours. Please come prepared and ready to share your thoughts and ideas in support of developing the city council's budget priorities for the upcoming budget cycle and beyond.