

# MEMO

**To:** Mayor Carney and Members of the City Commission  
Terrence Moore, City Manager  
**From:** Michelle Ferguson, Executive Vice President  
**Date:** April 30, 2026  
**Re:** Annual Goal Setting Retreat Preparation

---

My colleague Beverly Foster and I look forward to being with you on May 8<sup>th</sup> for the City Commission's Retreat. The purpose of this memorandum is to share logistics and the agenda for our time together.

## Logistics

**Location:** Arts Garage  
94 NE 2nd Ave, Delray Beach, FL

**Time:** Friday, May 8, 2026 from 8:30 AM to 3:00 PM  
(*Breakfast available at 8:00; Lunch will be served*)

## Retreat Goals

- Identify shared goals and priorities for this City Commission
- Provide policy direction for the upcoming budget process

## Norms

- Listen with respect
  - Let others finish before you start talking
  - Be attentive to the speaker
  - Disagree agreeably
- Be:
  - **BOLD**
  - positive and realistic
  - candid and honest
  - patient and self-aware
  - engaged and fully present
- Strive for consensus
  - Look for opportunities to agree
  - Remember the power of "if" and "and"
- Have fun!

# Preparation

Several agenda items will benefit from preparation. Please spend a few minutes reviewing these prompts and preparing to participate in the retreat.

## Vision 2035 Key Focus Areas

During the Vision 2035 process, the community identified the following Key Focus Areas:

- Economic Development
- Education
- Environment
- Historic Preservation
- Strategic Development

As you consider priorities for the next 12 to 24 months, the Commission will be asked to determine priority initiatives within each of these focus areas.



## Individual Priorities

Please review the community feedback in the attached Vision 2035 Delray Beach Strategic Planning Report and think about the important initiatives that you want the City to pursue in the next 12 to 24 months. You will have the opportunity to share individual priorities during the retreat. We will work together to identify the collective priorities this City Commission would like to advance.

# Agenda

Friday, May 8, 2026 from 8:30 AM – 3:00 PM

## Introductions

- Welcome and introductions
- Agenda review
- Norms and expectations for the retreat
- Opening exercise

## Define Priority Initiatives

The Commission will explore the Vision 2035 Key Focus Areas identified by the community and identify priority initiatives within each focus area:

- Economic Development
- Education
- Environment
- Historic Preservation
- Strategic Development

These priorities will provide direction to City staff to develop their workplans and proposed budget.

In addition, the Commission will be asked to identify priority initiatives outside of the Vision 2035 Key Focus Areas that will be important to advance.

## Defining Success

For each priority, we will identify how to measure success to ensure progress in implementation.

## Next Steps/Adjourn

As the day comes to a close, we will summarize the discussion and highlight next steps. Each participant will be asked to share a parting thought on how they feel about the work done during the session.