



## Cover Memorandum/Staff Report

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**File #:** 25-975

**Agenda Date:** 7/31/2025

**Item #:** SP.1.

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**TO:** Mayor and Commissioners  
**FROM:** Lynn Gelin, City Attorney  
**DATE:** July 31, 2025

### EMPLOYMENT AGREEMENT BETWEEN THE CITY OF DELRAY BEACH AND TERRENCE MOORE

#### **Recommended Action:**

Consider an extension of the August 1st deadline to complete City Manager Moore's annual performance evaluation and salary review.

#### **Background:**

Pursuant to the Employment Agreement between the City of Delray Beach and Terrence Moore (the "Agreement"), the Commission is contractually obligated to engage in an annual performance evaluation and salary review of City Manager Moore no later than August 1<sup>st</sup> of each year. See Agreement at Section 3, "Salary." The basis for the timing of this request is so that any budgetary adjustments that may result following Mr. Moore's salary review are completed "in advance of the final adoption of the annual operating budget of the City so that appropriate funding may be provided." *Id.*

To date, the Commission has not engaged in this public exercise because this matter has not been placed on their agenda. Recognizing this, Mr. Moore has agreed to extend the August 1<sup>st</sup> deadline until August 12<sup>th</sup>, the next regular meeting of the City Commission. However, due to the Sunshine Law, the City Commission must consider any contractual amendments such as this in a public meeting.

#### **City Attorney Review:**

Approved as to form and legal sufficiency.