

CITY OF DELRAY BEACH



March 9, 2026

TO: Terrence R. Moore, ICMA-CM
FROM: Prentice Mobley, Recreation Superintendent, Parks and Recreation
THROUGH: Samuel Metott, Director, Parks and Recreation
SUBJECT: Employee Performance Award

The Parks and Recreation Department would like to recognize Priscilla Patrick for the Exemplary Performance Award based on her performance and contributions to the Department. She embodies the professionalism, dedication, and service excellence this award represents.

Priscilla is dependable, reliable, and consistently demonstrates a positive attitude and cooperative spirit. She provides exceptional customer service to both internal and external customers and approaches every task with professionalism. Her consistency, attention to detail, and willingness to assist others make her an invaluable member of the Department.

Beyond her core responsibilities, Priscilla actively contributes to the success of the City. She is a dedicated member of the SPIRIT Committee, and she plays a significant role in planning and executing the SPRIT BBQ and other city employee attended events. These events require coordination and planning outside of her regular duties and she consistently contributes her time and energy to ensure their success. She is also instrumental in major City events, including the Delray Beach Senior Games and the MLK Basketball Tournament.

Priscilla's commitment to customer service is reflected in the numerous complimentary emails and journal entries documenting her performance – 51 entries to date recognizing her professionalism, responsiveness, and helpfulness. During periods of staffing shortages, she assumed responsibility for Marina scheduling, operations, and supervision. Duties outside her assigned scope and excelled. Marina patrons repeatedly expressed appreciation for her assistance. Once resident wrote on October 21, 2025:

“Priscilla has made the reservation process very easy and smooth. I appreciate her timely response to all my emails and she is very kind!”

Another shared:

“We appreciate the professionalism and politeness that Priscilla Patrick puts into her work. She has been very accommodating in handling our requests and timely in her responses. A true pleasure to work with.”



When another staff member resigned in 2019, Priscilla stepped forward to manage additional administrative and financial responsibilities, including the coordination and organization of credit cards for 11 different divisions, refunds, and financial deposits across all 11 divisions within Parks and Recreation. She also became a RecTrac/WebTrac Super User, training and assisting staff across multiple facilities.

Her colleagues consistently praise her support and mentorship:

“Priscilla always goes beyond duty! ... especially for RecTrac assistance.” (7/11/25)

“Priscilla offered to teach me how to deposit in RecTrac... It is so nice to have a colleague wanting to see you grow and learn new things!” (1/8/25)

“Priscilla has been instrumental with the development of my skills... She knows exactly what to do and how to guide you step by step. She even answers questions on her day off.” (6/16/24)

Priscilla regularly works at special events, covers vacant shifts, and assists co-workers with rentals, registrations, credit card authorizations, travel processing, and deposit procedures. She does so willingly and with a positive attitude, reinforcing her role as a dependable and trusted resource within the Department.

Her longstanding commitment to excellence is further evidenced by her recognition as part of the City’s Team of the Month in June 2022, when she assisted with a last-minute rental that required immediate staffing. She also consistently fills scheduling gaps during large-scale events such as the 100-foot Christmas Tree Lighting and month-long Holiday Village.

Priscilla is not only reliable but also forward thinking. She identified opportunities to streamline marina booking and payment processes and researched mobile application solutions to enhance customer convenience and operational efficiency. By attending conferences, networking with industry professionals, and introducing new ideas, she continually seeks ways to improve service delivery for the City of Delray Beach.

Over the past decade, her evaluations have consistently described her as a hard worker, high-level contributor, organized professional, team player, and reliable. Her adaptability, initiative, and service oriented mindset have made a measurable impact on the Parks and Recreation Department.

Priscilla Patrick exemplifies the qualities of dedication, teamwork, and outstanding customer service. She is a tremendous asset to the City of Delray Beach and deserves the Exemplary Employee Award.

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Delray Beach
Florida

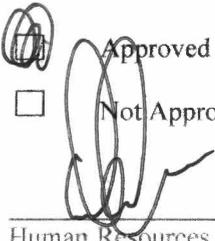


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In accordance with Administrative Policy GA-43, *Exemplary Employee Performance Award*, we are requesting approval to provide Ms. Patrick with a one-time bonus of \$3992, which is 5% of her current base annual rate. Funding is available in 001-72-736-572 13.10.

Thank you for your consideration

Approved
 Not Approved



Human Resources Director

3-17-26

Date

Approved
 Not Approved



City Manager

12/03/2026

Date

Exemplary Performance Award P. Patrick

Final Audit Report

2026-03-12

Created:	2026-03-12
By:	Dot Bast (bast@mydelraybeach.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYuRDHFyeK3eERv1sX0QHcYw1wc6i9Ry8

"Exemplary Performance Award P. Patrick" History

-  Document created by Dot Bast (bast@mydelraybeach.com)
2026-03-12 - 7:17:59 PM GMT
-  Document emailed to Terrence Moore (moore@mydelraybeach.com) for signature
2026-03-12 - 7:18:08 PM GMT
-  Email viewed by Terrence Moore (moore@mydelraybeach.com)
2026-03-12 - 7:53:02 PM GMT
-  Document e-signed by Terrence Moore (moore@mydelraybeach.com)
Signature Date: 2026-03-12 - 7:53:20 PM GMT - Time Source: server
-  Agreement completed.
2026-03-12 - 7:53:20 PM GMT