



**City of Coral Gables**  
**CITY COMMISSION MEETING**  
December 16, 2014

**ITEM TITLE:**

Congratulations to Tricia S. Spencer, Community Recreation Department, recipient of the Employee of the Month Award for the month of December, 2014.

**BRIEF HISTORY:**

The nomination was submitted by Fred Couceyro, Parks & Recreation Director, Community Recreation Department, which provided the following:

“Tricia Spencer began her career with the City of Coral Gables in November of 2008 when she was hired as a Secretary in the Park & Recreation Division of the Community Recreation Department. In August 2012, she was promoted into her current position, Administrative Assistant to the Parks & Recreation Division Director.

Tricia is a team player and asset to the Community Recreation Department. In addition to completing her daily responsibilities assisting the Parks & Recreation Director, she consistently identifies department-wide needs and takes initiative to address them. For example, during a time of transition at the Granada Golf Course, Tricia took on all of the requisitioning, invoicing and procurement responsibilities to ensure that the procurement process was not interrupted. She also assisted the Senior Services Division staff with producing the bi-monthly calendar brochure that is distributed to senior citizens in the community. Tricia plays an essential role in ensuring the efficient delivery of services to the community and it is evident from her dedication to the City and its residents that she takes pride in her work.”

**ATTACHMENT(S):**

1. Employee of the Month Notification Letter