



EMPLOYEE OF THE MONTH NOMINATION FORM

The City of Coral Gables, "The City Beautiful," wishes to recognize those employees who best reflect our Mission: Dedicated people, providing exceptional services, to residents, businesses and visitors, while preserving our historic heritage. If selected, the Employee of the Month receives \$400 cash along with a plaque presented during a City Commission meeting. A photo of the employee is also displayed in City Hall for the duration of that month, as well throughout City departments. In addition, the Rotary Club of Coral Gables honors the chosen employee with a plaque presented during their monthly luncheon. Additionally, Employees of the Month become eligible for Employee of the Year.

Eligibility - All regular, full time employees except for: temporary, seasonal or employees on probation, employee's eligible for Police Officer or Firefighter of the Month programs, Directors, Assistant Directors, and those who have been previous Employees of the Year.

Procedures - Nominations may be submitted by any Coral Gables Director, or resident.

Directors - Should complete the form and e-mail it to kingersoll@coralgables.com or send it via inter-office, confidential envelope to Kenneth Ingersoll, Human Resources.

Residents - Should complete the form and deliver, or mail it to: City of Coral Gables, Employee of the Month Coordinator, 2801 Salzedo Street, 2 Floor • Coral Gables, FL 33134. This form can also be emailed to kingersoll@coralgables.com.

I am nominating Sebrina Brown of the Devt. Services / Planning & Zoning Department to be Employee of The Month, because she/he exemplifies the following Qualities:

Doesn't just do the job well but is dependable, and is a team player who consistently goes above and beyond normal expectations. Shows initiative, solves problems, offers help, gives support, and has a positive attitude.

Values: Responsiveness, Integrity, Dedication, Competency, Loyalty, Innovation, and Accessibility.

In Your Own Words (Attach sheet if additional space is needed):

See attached.

All nominations will be shared with the department director for further comments

Print Name: Charles Wu Date: 3/13/18

Signature: Charles Wu

Sebrina started with the City of Coral Gables in 1988 and held several positions until she became the Concurrency Management Manager in 2006. This position, among other things, handles all the liquor license sign-offs, manages the Concurrency Management System and processes Certificate of Use for all businesses in the City. In that role, she frequently interacts with other functions and departments such as Zoning for code review, Finance for business tax registration, Code Enforcement for lapsed Certificate of Use enforcement, Building for permit review, the County for Water and Sewer approvals and County Impact Fees, and School District for school concurrency, etc. But equally important, she interacts with the public by providing critical knowhow to business owners on how to navigate the intricacies of local government, which can be daunting for a first-time business owner or one who has never done business in Coral Gables.

She also reviews all commercial changes of use such as tenant turnover, which requires a new Certificate of Use for the new office, retail, or restaurant use. In this instant, she flags the permit to review the new use for adequate parking and code compliance. The position also reviews each new project to determine compliance with the Concurrency Management System, ensuring there is adequate capacity for the city's various levels of service. She also coordinates with the School District for school concurrency compliance.

Frequently as the first stop for a potential new business, she is the perfect ambassador for the City. Ms. Brown is poised, patient, and a joy to work with. She brings a sunny disposition and a ready smile to all those who need her assistance. This puts the public at ease ensuring the customer that Sebrina will help them achieve their goals for a successful business. She works well with her staff Kathy in getting timely renewals of all the Certificates of Use, which can be over 500 annually.

Sebrina is scheduled to retire in October this year after 30 glorious years. So it is a fitting tribute to honor, recognize and congratulate such a loyal and dedicated staff member who is such pleasure to work with and a dear friend to so many.