



City of Coral Gables
CITY COMMISSION MEETING
June 12, 2018

ITEM TITLE:

Congratulations to Sebrina Davis who holds the title Concurrency Administrator, recipient of the "Employee of the Month Award," for the month of June, 2018.

BRIEF HISTORY:

The nomination was submitted by Charles Wu who stated the following:

“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 prefect ambassador for the City. Ms. Davis 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 , and 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.”

ATTACHMENT(S):

1. Employee of the Month Notification Letter