

## CITY OF CORAL GABLES

### - MEMORANDUM -

**TO:** MAJOR JENNIE HOFF  
VIA CHAIN OF COMMAND

**DATE:** OCTOBER 31, 2022

**FROM:** KHALED TAHA   
COMMUNICATIONS SUPERVISOR

**SUBJECT:**  
EMPLOYEE OF THE MONTH  
AWARD

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#### ACTION/RECOMMENDATION

I would like to nominate Ana Sierra for the employee of the month award.

#### BACKGROUND

Ana Sierra has been employed with the City of Coral Gables since August of 2008. During her fifteen (15) year tenure with the city, she has proven to be an asset as the Administrative Assistant for the Criminal Investigations Division. Ana has also taken on the role of recording secretary for the Award Selections Committee, a role she has admirably performed for the last six (6) years. This role is an added responsibility aside from her normal duties which can be tedious, lengthy and involve many moving parts. Ana performs both duties with the upmost competence and professionalism. Ana always has a smile on her face and never complains regardless of how overwhelmed she may be. Ana is a critical part of the Criminal Investigations Division.

Ana has volunteered to be the recording secretary for multiple terms for the Award Selections Committee. A task that includes setting up the monthly meetings for the various prestigious awards for the Coral Gables Police Department. In addition, she diligently tallies up all the votes to ensure the proper nominee receives the award he/she deserves. Ana has happily and selflessly served this department with class, integrity, and professionalism.

#### SYNOPSIS/CONCLUSION

For the aforementioned reasons, I formally request that Ana Sierra be considered for the prestigious employee of the month award.

**APPROVAL**


**DATE**

**DISAPPROVAL**

  
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Brad Baena, Sergeant  
Criminal Investigations Division


11/1/2022

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Brad Baena, Sergeant  
Criminal Investigations Division

  
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Nestor Carbonell, Lieutenant  
Criminal Investigations Division

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Nestor Carbonell, Lieutenant  
Criminal Investigations Division

  
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Raul Pedrosa, Major  
Criminal Investigations Division

11/01/22

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Raul Pedrosa, Major  
Criminal Investigations Division

  
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Jennie Hoff, Major  
ASC Chairperson

11/01/22

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Jennie Hoff, Major  
ASC Chairperson

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