

Call me
on Monday
So I can
help you.
Please.

RINE MONTAGNA
Coke Performance Office

The City of Coral Gables
vs.
HUGO JAMES SAENZ SR
1828 VALENCIA AVE
CORAL GABLES, FL 33134

[illegible]

The following steps need to be taken to ensure compliance with the Code of Conduct:

1. Review the Code of Conduct: All members of the Commission must familiarize themselves with the Code of Conduct and its provisions.

2. Obtain Approval: Any proposed action or decision must be approved by the Commission before implementation.

3. Document Decisions: All decisions made by the Commission must be documented and recorded in the minutes of the meeting.

4. Monitor Compliance: The Commission must monitor compliance with the Code of Conduct and take appropriate action if any violations are identified.

5. Report Violations: Any member who identifies a violation of the Code of Conduct must report it to the Commission immediately.

6. Take Action: The Commission must take appropriate action against any member found to have violated the Code of Conduct.

7. Review and Update: The Commission must review the Code of Conduct regularly and update it as needed to reflect changes in the law or best practices.

8. Promote Transparency: The Commission must promote transparency in its operations and make its decisions accessible to the public.

9. Provide Training: The Commission must provide training to all members on the Code of Conduct and its requirements.

10. Encourage Accountability: The Commission must encourage accountability among its members and ensure that everyone is held responsible for their actions.

As a result of the above violations, a complaint has been filed against you and you are hereby summoned to appear before the Code Enforcement Board for a hearing on 10/15/2025 at 09:30 AM in the Commission Chambers, located at [Address].

City Hall
405 Edmonson Way
Corral Gables, FL 33134

This is your notice to appear at said trial and place. Failure to do so will result in the matter being heard in absentia. An administrative fee of \$150.00 will be assessed at the time of your hearing.

Please be advised that if someone will be attending the hearing on your behalf, he or she must provide a letter of attorney from you at the time of the hearing.

11-25-07-11195

NOVI-25-07-11195



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10-03-2025 11:32 AM