



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: February 19, 2026

RE: Reappointment to the Code Enforcement Board (CEB) – Member

Introduction:

This item is for consideration of the reappointment of Stephanie Carder, current CEB Member, to the Code Enforcement Board.

Background:

The City follows State Statute Chapter 162 Local government code enforcement boards which provides for a seven-member Code Enforcement Board with two alternates each appointed to serve three-year terms.

Per Florida Statute 162.02, the purpose of the board is to "promote, protect, and improve the health, safety, and welfare of the citizens of the counties and municipalities of this state by authorizing the creation of administrative boards with authority to impose administrative fines and other noncriminal penalties to provide an equitable, expeditious, effective, and inexpensive method of enforcing any codes and ordinances in force in counties and municipalities, where a pending or repeated violation continues to exist."

Per Florida Statute 162.05(2), members of the enforcement boards shall be residents of the municipality, in the case of municipal enforcement boards, or residents of the county, in the case of county enforcement boards. Appointments shall be made in accordance with applicable law and ordinances on the basis of experience or interest in the subject matter jurisdiction of the respective code enforcement board, in the sole discretion of the local governing body. The membership of each enforcement board shall, whenever possible, include an architect, a businessperson, an engineer, a general contractor, a subcontractor, and a realtor.

In accordance with the process for advertising for the member and alternate positions, the City Clerk office reached out to the current CEB member due for reappointment, Stephanie Carder, requesting completion of the Request to Seek Reappointment Form. At this time, there are no applicants for Alternate.

Positions, members, term expirations and status of positions available for appointment/reappointment are as follows:

1. Member, Stephanie Carder, term expiration 2/28/2026 – seeking reappointment.
Term: 2/28/2026 to 2/28/2029.
2. Alternate, Vacancy due to Alternate appointed to Member position.
Alternate term expired 11/3/2025.

The Human Resources Department did not complete a background check for the applicant due to applicant currently serving on the CEB.

Attached are copies of the reappointment request form and current CEB roster with term expirations for your review and consideration.

For additional information, view [Florida Statute 162](#) and [Article III Code Enforcement from the Eustis, FL Code of Ordinances](#) (attached).

Recommended Action:

Staff recommends consideration of the applicant above for the Member position for the following position/term:

1. **Member:** Term 02/28/2026 to 02/28/2029 (Currently held by Stephanie Carder)

Prepared By:

Christine Halloran, City Clerk

Reviewed By:

Miranda Burrowes, Deputy City Manager