



City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 21, 2025

RE: Appointment to the Code Enforcement Board (CEB) - Alternate

Introduction:

This item is for consideration of the reappointment of Christine Cruz to the Code Enforcement Board. Ms. Cruz was appointed to the position to fill a vacancy on May 15, 2025, to expire August 4, 2025. The reappointment term is August 8, 2025 to August 8, 2028.

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.

The alternate position was posted on the City's website. The City Clerk office reached out to the current CEB Alternate on June 26, 2025 to inquire if the member was interested in reappointment. Ms. Cruz submitted a request for reappointment on August 4, 2025. The Human Resources Department previously completed a background check for the applicant, and the applicant was cleared to move forward in the process.

Attached are copies of the current CEB roster and reappointment request form. 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 above applicant for reappointment for the alternate position for term 8/4/2025 to 8/4/2028.

Policy Implications:

Alternates typically serve in the absence of full board members.

Alternatives:

The Commission alternatives are as follows:

1. Reappoint Christine Cruz to the alternate board seat as requested,
2. Decline the appointment, and direct staff to advertise the vacant alternate board seat.

Budget/Staff Impact:

Not Applicable

Business Impact Estimate:

Not Applicable

Prepared By:

Christine Halloran, City Clerk

Reviewed By:

Tom Carrino, City Manager