



City of Eustis

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

TO: Eustis City Commission

FROM: Rick Gierok, Interim City Manager

DATE: May 7, 2026

RE: Appointment to the Code Enforcement Board (CEB) To Fill a Vacancy – Alternate

Introduction:

This item is for consideration of the appointment of Jessica Carmona to the Code Enforcement Board as an Alternate to fill a vacancy.

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 posted notice of opening for an Alternate for CEB.

Position details:

1. Alternate - To Fill a Vacancy for term expired 11/03/2025 (previous Alternate appointed to Member)
Term to Fill a Vacancy: 11/03/2025 to 11/03/2028

The Human Resources Department completed a background check for the applicant.

Attached: CEB Roster

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

Recommended Action:

Staff recommends consideration of the applicant above as Alternate for the following term:

1. **Member:** Term 11/03/2025 to 11/03/2028 (position currently vacant)

Prepared By:

Christine Halloran, City Clerk

Reviewed By:

Miranda Burrowes, Deputy City Manager