



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 7, 2025

RE: Appointment to Code Enforcement Board - Member

Introduction:

Code Enforcement Board (CEB) Member Richard Bartzter has tendered his resignation from the CEB as of June 17, 2025. Currently, there are two alternates serving on the CEB. They are Patricia Jensen and Christine Cruz. Patricia Jensen has submitted an email asking to be considered to be appointed to the full board seat vacated by Mr. Bartzter.

Background:

Mr. Bartzter was originally appointed to the CEB June 20, 2019, and has served consistently since then. His current appointment expired 7/31/2025, and he has declined reappointment. Patricia Jensen was appointed as an Alternate to the CEB May 15, 2025. Her term as an alternate is due to expire November 3, 2025. She has requested appointment to the newly vacant full member position. If approved, her new term will expire 7/31/2028. It should be noted that no other applications have been received for the vacant seat although the vacancy was advertised pursuant to City policy.

Recommended Action:

Staff recommends consideration of the appointment of Patricia Jensen to the vacant CEB member position.

Policy Implications:

Alternates typically serve only in the absence of full board members. It is normal for alternates to be considered in the event a full board seat becomes vacant. If approved, the vacant alternate seat will be advertised.

Alternatives:

The Commission alternatives are as follows:

1. Appoint Patricia Jensen to the full board seat as requested, and then have staff advertise for applications for the alternate board seat.
2. Decline the appointment, and direct staff to re-advertise the vacant full board seat.

Budget/Staff Impact:

Not Applicable

Business Impact Estimate:

Not Applicable

Prepared By: Mary Montez, Deputy City Clerk

Reviewed By: Christine Halloran, City Clerk