



# City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: May 15, 2025

RE: Appointments to the Code Enforcement Board (CEB) – Four Members and Two Alternates

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## **Introduction:**

This item is for consideration of the appointment and/or reappointment of applicants to the Code Enforcement Board for six positions: Four Members and Two Alternates.

## **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.

After the process of advertising for openings on the CEB, the following new applicants submitted applications to seek appointment: Nicie Allen Parks, Christine Cruz, Shannon Graves, and Patricia Jensen. Shannon Graves also applied for the Historic Preservation Board (HPB) and was appointed as a Member of HPB on 4/17/2025. Attached are copies of paperwork for the remaining applicants seeking appointments to CEB for your review.

After the City Clerk office reached out to current CEB members due for reappointment, the following applicants submitted requests to seek reappointment: Ryan Benaglio, Karen Sarteale, and Bradley P. Shelley.

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

1. Member, currently seated, Ryan Benaglio, term expiration 5/31/2024 – seeking reappointment.  
Term: 5/31/2024 to 5/31/2027.
2. Member, Karen Sarteles, term expiration 10/31/2024 – seeking reappointment.  
Term: 10/31/2024 to 10/31/2027.
3. Member, Bradley P. Shelley, term expiration 3/31/2025 – seeking reappointment.  
Term: 3/31/2025 to 3/31/2028.
4. Member, Vacancy due to end of term of George Asbate who was elected to serve as City Commissioner Seat #4.  
Term: 1/1/2025 to 1/1/2028
5. Alternate, Vacancy due to resignation of Carol S. Kirst on 5/19/2024.  
Appointment to fill a vacancy for term to expire 8/4/2025.
6. Alternate, Vacancy due to resignation of William J. Gay in September 2023.  
Appointment to fill a vacancy for term to expire 11/3/2025.

Submitted applications and current members wish to be considered for appointments. The Human Resources Department completed background checks for new applicants not currently serving on the CEB board. Applicants were cleared to move forward in the process.

**Applicants seeking reappointment and appointment:**

1. **Ryan Benaglio (reappointment)**
2. **Karen Sarteles (reappointment)**
3. **Bradley P. Shelley (reappointment)**
4. **Nicie Allen Parks (appointment)**
5. **Patricia Jensen (appointment)**
6. **Christine Cruz (appointment)**

Attached are copies of the current CEB roster with term expirations, reappointment request forms, and copies of new applications 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 above applicants for the six available positions: Four Members and Two Alternates for the following positions/terms:

1. **Member:** Term 5/31/2024 to 5/31/2027 (Currently held by Ryan Benaglio)
2. **Member:** Term 10/31/2024 to 10/31/2027 (Currently held by Karen Sarteles)
3. **Member:** Term 3/31/2025 to 3/31/2028 (Currently held by Bradley P. Shelley)
4. **Member:** Term 1/1/2025 to 1/1/2028 (Currently Vacant)
5. **Alternate:** Partial Term to Fill a Vacancy for term 8/4/2022 to 8/4/2025 (Currently Vacant)
6. **Alternate:** Partial Term to Fill a Vacancy 11/3/2022 to 11/3/2025 (Currently Vacant)

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Miranda Burrows, Assistant City Manager

Tom Carrino, City Manager